

# Transcript Request Form

**Goddard College**  
**Office of the Registrar**  
**123 Pitkin Rd**  
**Plainfield, VT 05667**

**(802) 454-8311**  
**Fax (802) 454-1451**  
**records@goddard.edu**

## INSTRUCTIONS

Complete this form and mail it to the Office of the Registrar along with payment. Please print clearly.

The fee for transcripts is \$10 each. Payment in the form of a check or money order must be included. Your transcript cannot be released if you have outstanding financial obligations to the college, have incomplete academic paperwork or have provided incomplete delivery information.

Transcript requests are processed in the order in which they are received. Standard processing time is up to 15 business days after financial clearance is obtained. Expedited processing is not available. Express delivery (via FedEx) is available. This service expedites mailing time, not processing time. FedEx requires the contact name, street address and telephone number of the recipient for delivery. This service is available Monday through Friday (excluding holidays). The charge for express delivery services to domestic and Canadian destinations is \$40.00 per address, and \$50.00 per address for all other locations.

If you request an unofficial transcript to be sent via email, you must include the email address of the recipient. Official transcripts cannot be sent via email.

## STUDENT INFORMATION

|                            |   |
|----------------------------|---|
| Date of Request _____      | Last Four Digits of Social Security # _____ |
| Name _____                 | Name while enrolled, if different _____     |
| Goddard Program(s) _____   | Dates of Enrollment _____                   |
| Your contact information:  |   |
| Mailing Address _____      | City/State/Zip _____                        |
| Phone _____                | Email _____                                 |
| SIGNATURE (required) _____ |   |

## MAILING INFORMATION (For additional addresses, please attach supplemental pages)

| Please send transcript(s) to:          | Please send transcript(s) to:          |
|--|--|
| Name _____                             | Name _____                             |
| Address _____                          | Address _____                          |
| _____                                  | _____                                  |
| _____                                  | _____                                  |
| Phone (required for FedEx) _____       | Phone (required for FedEx) _____       |
| Number of Official transcripts _____   | Number of Official transcripts _____   |
| Number of Unofficial transcripts _____ | Number of Unofficial transcripts _____ |
| Goddard degree(s) to be included _____ | Goddard degree(s) to be included _____ |

## PAYMENT INFORMATION

|   |               |
|---|---------------|
| <b>Cost Worksheet</b>                                       | <b>Notes:</b> |
| Transcripts: \$10 each _____                                | _____         |
| Expedited shipping: \$40 per destination—US & Canada _____  | _____         |
| \$50 per destination—international _____                    | _____         |
| <b>Total Due for This Order:</b> _____                      | _____         |
| Payment: ___check / money order enclosed (DO NOT SEND CASH) | _____         |