

20 Church Street
 New Haven, CT 06510
 Phone: 203.285.2020
 Fax: 203.285.2018
 GatewayCT.edu/registrar

TRANSCRIPT REQUEST

- If you are a current student, please use my.comnet.edu to request a transcript electronically
- Please allow 7-10 working days for processing and mailing, except at the beginning and end of the semester, when up to 3 weeks may be required.
- Official transcripts will only be sent directly to other institutions, no student pick-ups allowed. Transcripts for personal use are available on my.comnet.edu.
- No one else is permitted to request a transcript on behalf of the student except government and law enforcement agencies with either a student's signed release, a court order, or a subpoena.

Student ID #: @		D.O. B.:	
Name: (Please Print Clearly) (Last)	(First)	(Middle)	(Other names used - if applicable)
Address:			
City:	State:	Zip:	
Telephone: (Home)	(Work)	(Cell)	

Please Print Clearly

1st Request

School or Other Institution	
Attention:	
Address:	
City/State/Zip:	

When would you like the transcripts sent:

___ IMMEDIATELY ___ AT THE END OF THE SEMESTER W/FINAL GRADES ___ AFTER YOUR DEGREE IS POSTED

2nd Request

To:	
Attention:	
Address:	
City/State/Zip:	

When would you like the transcripts sent:

___ IMMEDIATELY ___ AT THE END OF THE SEMESTER W/FINAL GRADES ___ AFTER YOUR DEGREE IS POSTED

Transcripts Are Free of Charge.

SIGNATURE _____

**DO NOT WRITE IN THIS AREA
 FOR OFFICE USE ONLY:**

INITIALS: _____ DATE ENTERED: _____