



## Request for Official Transcripts to be sent to Grand View University

**STUDENT:** Please complete this form and send to each school you have attended.

**TRANSFER STUDENTS:** In addition to requesting official college transcripts from all colleges or universities previously attended, if you have completed fewer than 24 semester hours of college coursework before applying to Grand View, request an official high school transcript. Duplicate this form as necessary. Please call the Admissions Office with any questions at 515-263-2810 or 800-444-6083, ext. 2810.

### Student Information

Student name \_\_\_\_\_  
Last First Middle Former names

Date of birth \_\_\_\_\_ Last 4 digits of Social Security Number \_\_\_\_\_

Current address \_\_\_\_\_  
Number and street

City State Zip

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Email \_\_\_\_\_

Year of most recent enrollment \_\_\_\_\_

### School Information

Name of school \_\_\_\_\_

Current address \_\_\_\_\_  
Number and street

City State Zip

Current student?  Yes  No *If yes, release transcripts (select one):*  ASAP  After grades  After degree

### Transcript Fees

Fee enclosed:  Check  Cash

Please charge my:  MasterCard  VISA  Discover  American Express

Card number \_\_\_\_\_ CW\* \_\_\_\_\_ Expiration date \_\_\_\_\_

\*Located on the back of your card in the signature panel.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

**Please send official transcripts to:** Grand View University; Attn: Admissions Office, 1200 Grandview Avenue, Des Moines, Iowa 50316  
Admissions phone: 515-263-2810 or 800-444-6083, ext 2810