



OFFICIAL DOCUMENT REQUEST

I hereby request and authorize the GCU Office of Academic Affairs to send official copies of documents to the address shown below. I am requesting official copies of the following document(s). Please specify how many of each document is being requested, if more than one. Document(s) will be issued when the student's account is cleared. Official documents cannot be emailed or faxed. The issued document will be retained by the Office of Academic Affairs for 30 days.

- Verification of Enrollment 재학증명서
Official Transcript 성적증명서
Certificate of Graduation 졸업증명서
Certificate of Completion 수료증명서
Verification of Enrollment History 수학증명서
Travel Authorization 여행 승인서
I-20 Form for Renewal I-20 갱신요청서
I-20 Form for OPT OPT 용 I-20
Other official document (explain): 그외 (구체적)

PLEASE CHECK ONE:

- I will pick up (specific date of pick up)
Please mail to address below

DOCUMENT FEES (Please check all that applies):

- \$5.00 per document (allow 5-7 business days for processing)
\$20.00 per document (express service; allow 1-2 business days for processing)
\$20.00 per document apostille fee
\$100.00 I-20 Renewal fee

MAILING FEE: \$5.00 per document (Certified Mail USA); \$25.00 per document (Express Mail USA)

PLEASE CONTACT THE REGISTRAR AT ACADEMIC OFFICE FOR INTERNATIONAL MAILING RATES AND FEES.

TOTAL AMOUNT OF THE FEE(S) ENCLOSED:
Name: (Last, First), Student ID#:
Date of Birth (MM/DD/YYYY): Academic Year:
School: Degree Program:
Date of (Expected) Graduation: Telephone #:
Purpose of Request: Date needed:

Signature*: Date:

Name and address of person/organization to which document(s) should be sent:

*Signature - REQUIRED for release of records. A typed name will NOT be accepted. This form must be printed, signed by hand, and then scanned to be emailed.

BUSINESS AFFAIRS: FEE OF \$ RECEIVED NOT RECEIVED