



GEORGIA CHRISTIAN UNIVERSITY

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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 Employment
- Official Transcript
- Certificate of Graduation
- Certificate of Completion
- Verification of Enrollment History
- Travel Authorization
- I-20 Form for Renewal
- I-20 Form for OPT
- Other official document (explain): _____

DOCUMENT FEES:

\$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 OFFICE OF ACADEMIC AFFAIRS FOR INTERNATIONAL MAILING RATES AND FEES.

TOTAL 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:

BUSINESS AFFAIRS: FEE OF \$ _____ RECEIVED _____ NOT RECEIVED _____