GREAT BASIN COLLEGE
Admissions and Records
1500 College Parkway
Elko, NV 89801
775.753.2102 - 753.2311 (FAX)

COMPLETE, PRINT AND MAIL OR FAX TO THE ABOVE

Name: _____
Last First Middle Former

Address: _____
Street/PO Box City State Zip

Birthdate: _____
MM/DD/YY

ID or SS No.: _____

Telephone: _____

TRANSCRIPTS ARE NOT ISSUED FOR INDIVIDUALS WITH OUTSTANDING FEE OBLIGATIONS OF ANY SORT TO GREAT BASIN COLLEGE

TRANSCRIPT PROCESSING INSTRUCTIONS
(check applicable boxes)

- ☐ Send now
- ☐ Send after degree posted
- ☐ Send after grades posted
- ☐ Send after removal of *Incomplete* in: _____
- ☐ Send after change of grade in: _____
- ☐ Special instructions: _____

Please update my official college mailing address to the one I have provided above:

Please allow for 7-10 working days during registration periods.

Mail transcript to student

_____
_____
_____
_____

Number of copies to be sent to the student _____

Mail transcript to other:

_____
_____
_____
_____

Number of copies to be sent to other: _____

Additional addressees to mail transcripts to:

_____
_____
_____
_____

Number of copies to be sent to other: _____

Additional addressees to mail transcripts to:

_____
_____
_____
_____

Number of copies to be sent to other: _____

_____
SIGNATURE

_____
DATE

* WE DO NOT FAX TRANSCRIPTS *