



How to Order a Transcript

Official Grace Communion Seminary transcripts can be ordered in the following ways:

1. Download a Transcript Request Form, available on our website as a PDF form, fill it out and sign it. Then fax it to the Registrar at (626) 650-2307. A credit card number, name on card, and expiration date is required for all faxed transcript requests. **Please note: We do not fax out transcript records.**
2. Download a Transcript Request Form (PDF), fill it out, sign it and mail with fee to:

Registrar
Grace Communion Seminary
P.O. Box 5005
Glendora, CA 91740-0730

Unofficial transcripts are not available to order. Current students may access their completed courses list by logging in at www.gci.org/online. Click on Education, then GCS Fulfilled Courses.

Fees

Fees may be paid by check or money order (payable to Grace Communion Seminary), or by credit card.

Transcript Fee: \$10 per copy

Processing time is usually within 5 business days.

Transcript Policies

- For security purposes, we do not fax out transcripts. We issue official transcripts only.
- Processing time is the time it takes our office to prepare your transcript. This does not include mailing time.
- We cannot guarantee your transcript's arrival or the time it will take to reach its destination once it has left our office.
- Transcripts issued to the student will be stamped with "Issued to Student in Sealed Envelope. Unofficial If Seal Is Broken."
- Transfer credit will be included on transcripts, but transfer credit grades are not included.
- Every transcript is checked for accuracy. It is the student's responsibility to direct concerns and discrepancies to the Registrar within 90 days of the transcript request.