SGSC
South Georgia State College

Office of the Registrar
100 West College Park Drive • Douglas, Georgia 31533
912-260-4200
912-260-4455 (fax-Douglas) • 912-449-7610 (fax-Waycross)
email: registrar@sgsc.edu

Check Box By Items Requested:

☐Immunization Records ☐Test Scores ☐Transcript

PLEASE PRINT CLEARLY

Student Name _____
Last First Middle Previous name(s)

Student ID #_____ Date of Birth _____
SSN can be used in place of ID#

Address_____ City, State, Zip _____

Last Date of Attendance_____ Email address_____ Phone #_____

Transcripts requested to be sent electronically, mailed, or faxed will be processed within the normal 2-3 business day processing time. There is a 24-hour processing time for transcripts to be picked up.

Choose one. Please complete additional requests for each transcript needed.

____Send official transcript electronically via eSCRIP-SAFE to the following institution. *If we are unable to send electronically the official transcript will be mailed.*

Institution Name _____

Address _____

City, State Zip _____

____Send official transcript by mail to the following address.

_____Send transcript now (2-3 days)
_____Send at the end of
- ☐ Summer 20____
- ☐ Fall 20____
- ☐ Spring 20____

_____Include Graduation Date

____Send official transcript electronically via eSCRIP-SAFE to the following email address.

Email address _____

____Send transcript via fax to the following number. This will **not** be considered an *official* transcript.

Fax Number _____ ATTN:_____

____I prefer to pick up my official transcript. Please allow 24 hours for processing.

South Georgia State College reserves the right to withhold copies of educational records of students who fail to meet their financial obligations to the College.

Federal Law requires completion of below before transcript can be released:
I authorize release of my academic records (transcript) to the organization or party listed above.

Transcript will not be released without a proper signature.

Signature_____ Date _____

Bring, mail, scan and email, or fax completed form to address, email, or fax number at the top of this form.