

# Request for Unofficial Documents

**THIS FORM MUST BE PRINTED OUT**

**THIS FORM CANNOT BE FILLED IN ONLINE – NO ELECTRONIC SIGNATURE**

**Please allow two business days for processing. If you attended Goodwin University (College) or the Data Institute before 2002, processing may take up to ten days. Photo ID will be required when picking up documents.**

Student's Full Name: \_\_\_\_\_

ID Number: *(SSN if attended before 2002)* \_\_\_\_\_

Previous Name: *(if applicable)* \_\_\_\_\_

Full Address: \_\_\_\_\_

Is the above address new to our records?  Yes  No

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dates Attended: *(if former student)* \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## HOW WOULD YOU LIKE TO RECEIVE YOUR DOCUMENT?

Hold for pick up (request must be picked up within ten days and you must present photo ID)

Mail to address above

Mail to different address: *(please print full name and address)*

Fax to: \_\_\_\_\_

Attn: \_\_\_\_\_

Email to: \_\_\_\_\_

## DOCUMENT(S) YOU'RE REQUESTING

Request for Unofficial Transcript

Request for Letter of Attendance

Process after grades are recorded

Request for copy of Immunizations

Process after removal of incomplete is recorded

Request for copy of Accuplacer Test Results

Notes:

## YOU MAY:

A. Drop off form to: Registrar's Office, room #143

B. Email this form to: Registrar's Office at registrar@goodwin.edu

C. Mail this form to: Goodwin University, Registrar's Office, One Riverside Drive, East Hartford, CT 06118

D. Fax this form to: 860-206-5222, Attn: Registrar's Office