## OFFICE OF THE REGISTRAR

## **NOTARIZED DOCUMENT REQUEST**

To request a notarized credential or transcript, you may download and complete this form, enter the required information, save the file, attach it to an email message, and sending it to <a href="mailto:graduation@ggu.edu">graduation@ggu.edu</a>. This form can also be mailed along with payment to: Golden Gate University, Office of the Registrar, 536 Mission Street, San Francisco, CA 94105-2968; or submitted via fax it to 415-442-7223.

- Please allow ten to fifteen business days processing time.
- We do not refund fees for cancelled requests.
- We do not release diplomas/certificates for students with unresolved financial obligations with the university. If we find an obligation exists, the Office of Student Accounting Services will contact you. If you do not resolve the matter within 30 days, we will return your request, along with any payments you have submitted.
- If you have questions, call 415-442-7278 or email <a href="mailto:graduation@ggu.edu">graduation@ggu.edu</a>.

GGU ID or SSN:	Date of Birth:			
Name on GGU Academic Record:		MM/DD/YYYY		
Last/Family Name	First/Given Name Middle Na		Middle Name	or Initial
Name as you would like it to appear o	on your credential (diplor	na or certificate):		
Program Title:	Completion [			te:
Document Mailing Address:				MM/YYYY
Address (Number and Street) or P.O. Box				Apt. No.
City (Include District if applicable)	State/Province	ZIP/Postal code	Country	
Telephone Number Email	Address			
Check all fees that apply:				
Credential Fee: $\square$ \$10 Notarized diploma/c	ertificate for authentication ou	tside the U.S.		
Transcript Fee: $\ \square$ \$15 Official notarized tra	nscript to be included with not	arized credential.		
Express Delivery Fee (if desired): $\square$ \$30 Do	mestic or International shipping	5.		
Method of Payment:				
$\square$ Cash $\square$ Check or Money Order (made o	ut to "Golden Gate University")			
☐ American Express ☐ Discover ☐ Mast **If you prefer, you may provide your credit card inform			)	
Student Signature	Dat	e		
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Attention Cashier: Cut and shred the bottom	portion of this form after proce	essing payment.		
Credit Card Number:			C	VV Number: