



GOLDEN GATE UNIVERSITY

OFFICE OF THE REGISTRAR

GRADE AND TUITION VERIFICATION REQUEST

Instructions: This form may be completed by downloading the file to a computer and entering information. After completing the form, digitally sign the form in the signature line below, save it and submit the completed form via your @my.ggu.edu email account. Submit form to the Office of the Registrar at records@ggu.edu.

STUDENT INFORMATION

GGU ID Number

Last/Family Name

First/Given Name

Telephone Number

Email Address

I request that the Office of the Registrar: *(Check all that apply.)*

☐ Verify the grades received for course(s) listed below. ☐ Verify tuition amounts paid for course(s) listed below.

Completed form to be sent via email to: _____

Student Signature

Date

COURSE INFORMATION

The student completes Course Numbers, Course Titles, and Units. The Office of the Registrar completes Grades.

Academic Period: ☐ Fall ☐ Spring ☐ Summer _____
Year

Course Number	Course Title	Units	Grade (Registrar Only)

REGISTRATION CHARGE INFORMATION (To be completed by the Office of the Registrar)

Registration Charges:

Tuition:

_____ course(s) @ \$ _____ = \$ _____

_____ course(s) @ \$ _____ = \$ _____

Fees: \$ _____

Total Charges: \$ _____

Student Payments: \$ _____

Amount Due: \$ _____

Payment and Credits:

GGU Grants/Discounts: \$ _____

Student Payments: \$ _____

Total credits: \$ _____

Amount Due: \$ _____

University Registrar's Signature

Form not valid without signature.