



## INCOMING TRANSCRIPT REQUEST FORM

### College, Vocational School, or University Transcripts High School, GED, or Home school Affidavit & Compliance Letter

**\*\*Transcripts that are emailed or issued to student will not be accepted\*\***

I am applying for admissions to **Gulf Coast State College**. In order to complete my admission process, I need an **official transcript** for which I agree to pay, if there is any charge. Please send via either option listed below.

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Name attended under if different than above: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I attended from \_\_\_\_\_ to \_\_\_\_\_

### How to Send Your Transcript to GCSC

- Preferred Method: Your school sends it via a secure 3<sup>rd</sup> party encryption service.  
**No directly emailed transcripts accepted!**
- Your school can mail it to the GCSC address below.

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

Phone Number: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Apt.# \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

#### Mailing Address:

GULF COAST STATE COLLEGE - Transcripts  
5230 West Highway 98  
Panama City, Florida 32401

### GED Transcript Request

To request your GED **transcript**, go to [www.GED.com](http://www.GED.com). \*\*GED Diplomas are not the required document.  
When asked to enter the recipient use Gulf Coast State College.

### Home School Affidavit & Compliance Letter

Please use the GCSC Homeschool Affidavit at <https://www.gulfcoast.edu/admissions/forms.html> and request the **Compliance letter** from your School District. Documents **must** be submitted together.

### Out of Country Transcripts

GCSC requires **both** high school and **all** college/university out of country transcripts evaluated by a service who is a current member of the National Association of Credential Evaluation Services (NACES).

Please visit [www.naces.org](http://www.naces.org) for a list of service providers.

SPANTRAN Custom GCSC Foreign Transcript Application

<https://spanside.secure.force.com/SpantranApplication?Id=c605e3d2-ef46-4808-b9f9-fec4b2041e99>

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