



# Academy of Our Lady of Guam

233 Archbishop Flores Street, Hagatna, Guam 96910

☎ - (671) 477-8203 📠 - (671) 477-8555

Email: acad@aolg.edu.gu ↔ web: www.aolg.edu.gu

*"...dedicated to excellence."*

## TRANSCRIPT /CERTIFICATE OF ATTENDANCE/GRADUATION REQUEST

Name: \_\_\_\_\_

Year Graduated/Attended: \_\_\_\_\_

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

Contact Nos.: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

\_\_\_\_\_

E-mail Address: \_\_\_\_\_

### REQUEST FOR:

\_\_\_\_ Official Transcript      \_\_\_\_ Unofficial Transcript

Received By: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

\_\_\_\_ Certificate of Attendance/Graduation

Amount Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_

SEND TRANSCRIPT TO: (Please write the exact address. The Office is not liable for lost transcript/s with wrong address. Only regular postage is available. We do not provide express mail. Additional fee/s for registered mail will be charged @ current postage rate. )

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Note: Request for Official Transcript will take 3-5 working days. Next working day service request is available excluding Holidays, Saturdays and Sundays.



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By: \_\_\_\_\_

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

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

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

## Fees for Official/Unofficial Transcripts and Certification:

Senior Students (Official Transcript)	\$10.00 after the 3 Free
Senior Students (Unofficial Transcript)	\$ 7.00 after the 3 Free
Graduate Students (Official Transcript)	\$10.00
Graduate Students (Unofficial Transcript)	\$ 7.00
Graduate Students (next working day service- excluding Holidays, Saturdays and Sundays)	\$20.00
Certificate of Attendance/Graduation	\$10.00
Transfer Students (Official Transcript)	\$10.00
Transfer Students (Unofficial Transcript)	7.00