

Instructions. Use this form both to request and to claim an original document issued by another institution or entity that, at the time of your request, is maintained in your student records file at CGU. Documents may be claimed if the purpose for which the document was provided has been completed. A copy of the original will be made and maintained in your student file. Note that student files are maintained for a period of only five years following the student's last semester of enrollment. Documents that are currently maintained by CGU may have been altered from the originally submitted condition.

Complete and submit this form to the Registrar's Office. Allow three business days for confirmation of availability of your document.

STUDENT INFORMATION

CGU ID # 254 — _____

Last Name _____ First Name _____

Years of Attendance (Former Students) _____ Degree/Program _____

Current E-Mail _____ Date of Birth _____/_____/_____

Address _____

Country _____ Phone _____

DOCUMENT(S) REQUESTED—Be specific (type, issued by, issue date).

AUTHORIZATION FOR DISPOSITION

- I will pick up the document myself.
- I authorize CGU to deliver the documents to (name of your representative) _____.
- Please send the documents to me by FedEx to the address below (delivery to P.O. Boxes is not available). Payment for expedited delivery (\$30 domestic; \$60 international) is enclosed.

Address _____

By my signature below, I authorize disposition of the document(s) specified above in the manner I have indicated. I understand that, in complying with my request, CGU is not responsible or liable for receipt of the document(s) that I do not claim in person.

Student Signature _____ **Date** _____

DISPOSITION OF DOCUMENT(S) - To Be Completed at the Time Documents are Claimed

CLAIMED BY

MAILED BY

Student Student's Representative (ID required)

US Mail Expedited

Signature _____ Initial _____

Date _____ Time _____ Date _____