



How to Request an Official Transcript from PIU

1. Fill out the transcript request form, sign it and mail it to:

Pacific Islands University
Office of the Registrar
172 Kinney's Rd.
Mangilao, Guam 96913
USA

You can download the request form by going to the PIU website <http://piu.edu/forms-publications> and clicking on the Transcript Request Form.

2. Include your transcript fee payment of \$10.00.

PIU accepts cash, credit/debit cards, check or money orders. All payments may be made in person at the PIU Business Office. Payments may also be made in the following ways:

- a) For checks and money orders make them payable to Pacific Islands University. Send your money order or check together with your transcript request form in one envelope to PIU at the address above.
- b) Ask a relative or friend living on Guam to make payment in cash at the Guam campus for you.
- c) Credit/Debit Card payments may be made by calling the Business Office at 671-734-1812 (a credit card transaction fee applies).

The transcript will be issued only after payment is received. You still need to send the transcript request form even if your relatives pay for you.

3. Ensure that your student account has a zero-balance.

The student balance must be cleared: i.e., only if you paid all charges to the school, will PIU release and send your official transcript. If there is an unpaid balance and you still owe money to PIU, the school will not send the transcript until everything has been paid.

4. Things to remember:

If you call the PIU office, they will give you the same information. You cannot request a transcript with only a phone call. An email with your typed name is not sufficient either. PIU is required by law to have your written permission with your signature to release your grades.

If you need the transcript "immediately," you still need to fill out and sign the transcript request form. You can send it by fax to 671-734-1813. You can also scan and send the completed and signed request form as an email attachment to: registrar@piu.edu. Once your balance is zero and your signed request form is turned in, the official transcript will be issued.

Official transcripts cannot be emailed or faxed because they are issued on paper with the signature of the registrar and seal of the school. They are sent in a sealed envelope. Only unofficial transcripts can be emailed. Calculate two weeks for the transcript to arrive at the address indicated. (This is from the time you signed and sent the request form.) Request your transcript early!

-Registrar