





## 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 home page <http://piu.edu> and clicking on Admissions, then Documents, then Transfer Request Form. Or you can enter the following browser address for the PIU webpage "Documents online"

[http://piu.edu/index.php?option=com\\_content&view=article&id=80&Itemid=24](http://piu.edu/index.php?option=com_content&view=article&id=80&Itemid=24)

2. Include your transcript payment fee 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 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, who lives on Guam, to come to the Guam campus and bring the money in cash for you.
- c. Credit/Debit Card payments may be made by calling the Business Office at 671-737-1812

Only when the payment is received, will the transcript be issued. You still need to send the transcript request form, even if your relatives pay for you

3. Take care 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 the 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 also not sufficient. 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 the filled out and signed request form and send it as an email attachment to: [registrar@piu.edu](mailto: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 the seal of the school. They are sent in a sealed envelope. Only the 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