



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

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TRANSCRIPT /CERTIFICATE OF ATTENDANCE/GRADUATION REQUEST

Name: _____ Date Requested: _____

Contact Nos.: _____ Year Graduated/Attended _____

Current Mailing Address: _____

E-mail Address: _____

REQUEST FOR:

____ Official Transcript ____ Unofficial Transcript

____ Certificate of Attendance/Graduation

Received By: _____

Receipt No.: _____

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.)

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

By: _____

Date Received: _____

Date Prepared: _____

Date Sent: _____



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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