

How to Request an Official Transcript

To receive an official transcript from The Art Institute of Philadelphia, you must submit the Official Transcript Request Form (below) **by mail or by fax.**

By Mail:

Attn: Registrar's Office
The Art Institute of Philadelphia
1622 Chestnut Street, Philadelphia, PA 19103-5198

By Fax:

Attn: Registrar's Office 215.405.6426

Contact the Accounting Office 215.405.6723 to arrange for payment of \$10 for each requested transcript. PLEASE NOTE: We no longer accept personal checks as a form of payment. Transcript fees may be paid by Money Order, Cash (in person, at the Accounting Office window) or by Credit Card (in person or by phone).

Please remember to **SIGN** any request for a copy of your Official Transcript. Because a **signature** is required to release Official Transcript information, email and telephone requests cannot be processed.

Your account with The Art Institute of Philadelphia Student Accounting Department must be in good standing in order for a transcript to be mailed.

Questions? Please call Patricia McClorin, Associate Registrar, at 215.405.6356, or e-mail her at pmcclorin@aii.edu .

The Art Institute of Philadelphia®

OFFICIAL TRANSCRIPT REQUEST FORM

Official transcript service will be denied to students with outstanding financial obligations to The Art Institute of Philadelphia.

STUDENT REQUESTING TRANSCRIPT (Please Print Clearly):

Name: _____ ID # (SS# if ID Unknown): _____

Address: _____

PERSON RECEIVING TRANSCRIPT

Name: _____

Address: _____

NUMBER OF COPIES: _____ x \$10.00 = _____ (amount due*)

*Please contact the Accounting Office at 215.405.6723 to arrange for payment of \$10 for each requested transcript.

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Instructions (please check one):

- Send Immediately
- Hold for Grades
- Hold for Degree Posting

Reason for Request (please check all that apply):

- Internship
- Job
- Transferring
- Personal
- Scholarship
- Other

STUDENT SIGNATURE: _____

FOR USE OF THE REGISTRAR'S OFFICE

Date Received _____

Date Processed _____