

# Transcript Request

## Enrollment Services

phone 626.396.2313

fax 626.396.2209

enrollmentservices@artcenter.edu

## Student Information

\_\_\_\_\_  
Last Name, First Name Student ID Major

\_\_\_\_\_  
Birthdate Phone No. E-mail Address

## Student Status

Currently Enrolled  Graduated/Not Enrolled  Public Programs (ArtCenter for Kids, ArtCenter for Teens, ArtCenter @ Night)

## Request

Official transcripts are \$5.00 per copy.  
Unofficial transcripts are \$2.00 per copy.

A "Rush" fee of \$15.00 applies to same day pick-up or for **24 hour processing** to a single mailing address.

A fee of \$25.00 applies to requests for **overnight delivery** service to a single mailing address.

Requests for overnight delivery service must be received by the Enrollment Services Office by 12 noon Pacific Time.

### **Courses taken prior to 1986 may require additional processing time.**

Transcript requested:  All  Undergraduate  Graduate  Public Programs

- I am requesting \_\_\_\_\_ Copies of **OFFICIAL TRANSCRIPTS** (\$5.00 per copy)
- I am requesting \_\_\_\_\_ Copies of Unofficial Transcripts (\$2.00 per copy)
- I will pick-up the transcripts
- 24-hour rush request \$15.00 fee (mailed out next business day by **U.S. Postal Service 1st Class mail - tracking not available**)
- Standard Overnight FedEx \$25.00 fee (request MUST be received by 12:00 PM Pacific Time)
- Please mail to the following address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Hold for current semester grades.
- Hold until completed degree is on transcript.

## Payment

- Check / Money Order (Payable to: Art Center or ACCD)
- Credit Card

\_\_\_\_\_  
 Type Credit Card # Exp Date (MM/YY)

\_\_\_\_\_  
3 Digit Code located on back of credit card

\_\_\_\_\_  
Billing address of credit card holder

## Signature

\_\_\_\_\_

\_\_\_\_\_  
Student / Alumni Release (Federal law requires the physical signature for release of information) Date

ArtCenter College of Design

1700 Lida Street, Pasadena, California 91103

## For Office Use Only

Holds on Account: \_\_\_\_\_ Cash/Check: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Number of Copies: \_\_\_\_\_ Date Sent: \_\_\_\_\_