

CERTIFICATE OF GRADUATION REQUEST FORM

Office of the Registrar
800 Chestnut Street
San Francisco, CA 94133
Phone:415-749-4535
Fax:415-749-4579
Email:registrar@sfai.edu

Certificates of Graduation are \$5.00 each.
Requests will not be processed until payment is received and confirmed by the Cashier's Office.
Processing takes up to 10 business days from the date of confirmed payment.
This form may be submitted in person or by email or fax.

Full name: _____ **Student ID (If known):** _____
Full name when you were a student if different than above: _____
Other names used (maiden, etc.): _____

Legal Signature: _____ **Date:** _____

Social Security #: _____ - _____ - _____ **Phone number:** _____

Current Address:

E-Mail: _____

Year Degree Received _____ Program: BFA BA PB MFA MA (circle one)

Payment amount enclosed: \$5 x _____ = _____
(# of Certificates Requested) Total

Payment Method: credit card check money order

Make payments: By phone to: SFAI Registrar's Office at 415.749.4535
By mail to: SFAI, Attn: Registrar's Office
800 Chestnut Street
SF, CA 94133

Please send certificates to: (use additional sheet if necessary)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

FOR OFFICE USE ONLY:

REC'D: HOLD: clear SENT: by:

Official transcripts request

A Certificate of Graduation verifies your degree and is sealed and signed by the Office of the Registrar.

Certificates of graduations may be picked up or sent to you directly. Certificates take up to ten business days to process from the date of confirmed payment.

Certificates cost \$5 each. Credit card payments can be made over the phone by calling the Cashier's Office at (415) 749-4544. Requests will not be processed until confirmation of payment from the Cashier's Office. The Cashier's Office accepts credit card, check, and money order payments. Checks should be mailed to:

San Francisco Art Institute
Attn: Cashier's Office
800 Chestnut Street,
San Francisco, CA 94133

Please be advised that same day requests will not be promised nor guaranteed for any request.

School policy dictates that we suspend requests for transcripts, certificates, and diplomas if you have an outstanding obligation to a school office (Student Accounts, Library, Financial Aid, etc.). An outstanding obligation is posted as a 'hold' on your account and can be verified by our office. Please settle your accounts before requesting a transcript.

We use First-Class service by the United States Postal Service for mailing documents. You may provide your own stamped/metered/prepaid envelope for other methods of delivery such as FedEx, UPS, and DHL.

We are unable to take responsibility for receipt of the documents once mailed from our office. If you desire to have us resend the official transcript, it will require a new Transcript Request Form and appropriate payment for the new Transcript Request Form. Once payment is received, the transcript will be resent within 10 business days.