

Transcript Request

Enrollment Services

phone 626.396.2314
fax 626.396.2209
www.inside.artcenter.edu

Student Information

Last Name,	First Name	Student ID	Major
Birthdate	Phone No.	E-mail Address	

Student Status

Currently Enrolled Not Enrolled/Graduated Public Programs (Art Center for Kids, Saturday High, Art Center @ 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 **guaranteed mailing** to a single mailing address within 24 hours.

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 United States Postal Service First Class mail)

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

Cash

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

Credit Card

Type	Credit Card #	Exp. Date
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 _____

Art Center College of Design

1700 Lida Street, Post Office Box 7197, Pasadena, California 91109-7197

For Office Use Only

Holds on Account: _____ Cash/Check: _____ Amount Paid: _____

Number of Copies: _____ Date Sent: _____