

**TRANSCRIPT ORDER FORM**

Cost per Transcript: \$25.00 for student copy \$50.00 each for official copy \$250.00 non-student

Additional Charges apply for Fed Ex/ Rush Delivery

Your Personal Information

Name: _____ Name while attending: _____

Dates of Attendance: From: _____ To: _____

ID#: _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Phone #: _____

Transcript Delivery Options

Quantity: _____

Processing Options for Official Copies (student copies will be emailed only):

_____ Student Copy

_____ Mail - Once order is received by our office, your transcript will be mailed to recipient via regular 1st class US mail within 7-14 business days.

_____ FedEx – Orders for Federal Express delivery will be processed within 5-7 days for an additional charge of \$50.00. International - \$85.00.

_____ **Total Cost:** (Transcripts plus mailing charges)

Recipient Information

Organization/ Name _____

Address (No PO Boxes for FedEx) _____

Phone # _____ City _____ State _____ Zip _____ Country _____

***Student Signature:** _____ **Date:** _____

***REQUIRED**

Note: A transcript **will not** be released if this office has been notified of financial indebtedness to the university. In accordance with federal law, records **cannot** be released without the written consent of the student.

Mail this form to: Office of the Registrar, Atlantic Admissions, P O Box 456, Island Park, NY 11558 or scan and email to registrar@ausom.edu.lc.

***Payment must be made prior to release of the transcript. You may mail in a check with your transcript request or pay by credit card by going to our website and selecting the "pay now" button.**

FOR OFFICE USE ONLY

Date Transcript Mailed: _____ **By:** _____