



Transcript & Diploma Request Form

Instructions:

1. **Student:** Complete Part I & II and provide to the Director.
2. **Administration:** In Part III, review the student's account under your corresponding section. When complete, submit to the Registrar.

PART I: General Information

Last Name

First Name

Program

Email

Student ID

Student Signature

PART II: Student Request

Mail to the following address:

Will pick-up in person

I acknowledge that I picked up the transcript & diploma on the following date:

Date

Signature

PART III: FOR OFFICE USE ONLY

Academic Clearance:

Yes No Director Signature: _____ Date: _____

Accounts Dept. Clearance:

Yes No Accounts Signature: _____ Date: _____

Financial Aid Clearance:

Yes No Fin Aid Signature: _____ Date: _____

Registrar:

Request Received: _____ Request Completed: _____

Delivery: Pick-Up Mailed: _____