AMERICAN INDIAN COLLEGE

Website: www. aicag.edu

REQUEST FOR OFFICIAL TRANSCRIPT

College Registrar's Office

10020 N. 15th Avenue Phoenix, AZ 85021 Phone: (602) 944-3335 Fax: (602) 943-5174 Email: jroubideaux@aicag.edu

NAME _____ _____
Last First MI Social Security #

NAME SHOWN ON SCHOOL RECORD: _____
(if different from above)

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE ( ) _____ EMAIL _____

DATES OF ENROLLMENT _____ to _____

OFFICE USE ONLY:

- ☐ Release Immediately
- ☐ Hold for pending Balance
- ☐ Hold for grades
- ☐ Hold for degree
- ☐ SPECIAL HOLD REQUEST: (Will hold for maximum of 60 days) ☐ Change of Grade ☐ Repeated course
- ☐ Incomplete, Specify course(s) _____

DESTINATION:

- ☐ Will pick up
- ☐ Mail to address(es) shown below. To add more requests, please attach a list to this form.

TOTAL NO. OF COPIES _____ (See Fee Payment Policy #1 below)

Please print name, title, and address of person(s) or institution(s) to whom you wish transcript(s) sent:

# of copies _____ Name _____

Address _____

City _____ State _____ ZIP _____

# of copies _____ Name _____

Address _____

City _____ State _____ ZIP _____

STUDENT SIGNATURE *(Required)* _____ **DATE**_____

Transcript Service Policy

1. **FEE PAYMENT POLICY**: When ordering transcripts by mail, attach check or money order payable to American Indian College. The fee for an official transcript will be $6 per copy. Transcripts will not be issued if any financial obligations are due the College.
2. **POLICY**: Although the Registrar's Office will make every attempt to expedite requests, individuals requesting transcripts should allow five to seven working days for transcripts to be processed. However, durng and after final exams there may be some delay. Transcripts to be picked up by the student will be held for no longer than 30 days.
3. All requests must be authorized by the student's signature in accordance with the federal Family Educational Rights and Privacy Act of 1974. Requests by persons other than by the student will not be honored without the student's written authorization.