

AMERICAN INDIAN COLLEGE



REQUEST FOR OFFICIAL TRANSCRIPT

College Registrar's Office

10020 N. 15th Avenue ● Phoenix, AZ 85021 ● Phone: (602) 944-3335 ● Fax: (602) 943-8299

NAME

Last First MI Social Security #

NAME SHOWN ON SCHOOL RECORD: _____

(if different from above)

CITY _____ STATE _____ ZIP _____

PHONE (____) _____ EMAIL _____

DATES OF ENROLLMENT _____ to _____

- Release Immediately
- 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. **SEE FEE PAYMENT POLICY:** When ordering transcripts by mail, attach check or money order payable to American Indian College. If ordering in person, payment of cash, check, or money order must be made at the Business Office. Receipt of payment must be presented at the time of pickup. 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, during 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.
4. Official copies of work transferred to American Indian College must be requested directly from the institution where the work was completed.