

ACADEMIC TRANSCRIPT REQUEST

To request an official transcript of all courses you have previously registered with ATI COLLEGE, please complete (include your signature) and return this form to ATI COLLEGE, Attention: Student Service Department / Transcripts at 12440 Firestone Blvd., Suite 2001, Norwalk, CA 90650. If paying by credit card, you may fax this form to (562) 864-7806. Otherwise, please include a check or a money order payable to the ATI COLLEGE and send to the above address. The cost for each transcript is \$10.00.

Note: Most colleges and universities prefer an original transcript to be mailed directly to them. Please include a contact name or department when requesting transcripts to be sent directly to an educational institution. If you would like the transcript sent directly to you, please indicate below. Please allow 5 to 10 working days to process your transcript.

Student Information

Last name:	First name:	Middle name:
Social Security No:		
Home Address:		
Home City, State, Zip:		
Home Phone with Area Code:		
Requesting to receive transcript at home?	Yes	No (please complete below section)

Institutional Information

School:
Attention:
Address:
City, State, Zip:

Payment Information

Method of Payment:
Cardholder's Name (print last, first):
Card Number:
Expiration Date (mm/yyyy):
Cardholder's Signature:
Student's Signature:

For Office Use Only

Request received by (school official last, first name - print):
Date request received (mm/dd/yyyy):
Date request filled (mm/dd/yyyy):