

ACADEMIC TRANSCRIPT REQUEST

Select one: Official Transcript
 Unofficial Transcript

NOTICE: The school will contact you if we cannot process your request due to your failure to comply with one or more of the school policies & or procedures as listed in the school catalog. A transcript will be sent to the last known address within 10 business days. You may contact the Student Services Office at (562) 864-0506 with any questions. Please mail (15141 Whittier Blvd., Suite 420, Whittier, CA 90603, fax (562-864-7806), or email (julie@ati.edu) the completed form. There is no charge for an unofficial transcript. The cost for each official transcript is \$10.00 for current students and \$20 for graduates, canceled, terminated, dropped, and/or transferred students. The cost for each official transcript is \$250 for all international students.

Note: Most colleges and universities prefer the original official 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. The fee for rush and priority mail express (domestic) is \$100.

Student Information

Last name:	First name:	Middle name:
Home Address:		
Home City, State, Zip:		
Home Phone with Area Code:		Date of Birth (mm/dd/yyyy):
Requesting to receive the transcript at home?	Yes	No (please complete the Institutional Information section)

Academic Program Information

Program Name:
Transcript Period (mm/dd/yyyy – mm/dd/yyyy):

Receiving Institution Information

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

Payment Information

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