

Transcript Request

Enrollment Services

phone 626.396.2314

fax 626.396.2209

www.artcenter.edu/campusweb

Student Information

Last Name, First Name Student ID Major

Current Term

1 2 3 4 5 6 7 8 Masters ACL / ACM Not Enrolled

Student Status

Birthdate Phone No.

Request

Unofficial transcripts are \$2.00 per copy. Official transcripts are \$5.00 per copy.

- I am requesting _____ Copies of Unofficial Transcripts (\$2.00 per copy)
- I am requesting _____ Copies of Official Transcripts (\$5.00 per copy)
- I will pick-up the transcripts
- 24-hour rush request \$15.00 fee (mailed out next day by United States Postal Service)
- Standard Overnight FedEx \$25.00 fee (request MUST be received by 12:00 PM Pacific Time)
- Please mail to the following address:

- Hold for current semester grades.
- Hold until completed degree is on transcript.

Payment

- Cash
- Check / Money Order (Payable to: Art Center or ACCD)
- Credit Card

Type Credit Card # Exp. Date

Billing address of credit card holder

3 Digit Code located on back of credit card

Signature

Student Release Date

Art Center College of Design

1700 Lida Street, Post Office Box 7197, Pasadena, California 91109-7197

For Office Use Only

No. of Copies: _____ Date Sent: _____

Amount Paid: _____ Holds on Account: _____