



Request for Official Transcript from

Full Name: \_\_\_\_\_
Last First M.I. Maiden Name

Home Phone: ( ) Alternate Phone: ( )

E-mail Address: \_\_\_\_\_

Student ID: \_\_\_\_\_

Number of transcripts requested: \_\_\_\_\_ Dates of attendance: \_\_\_\_\_

- School of Attendance:
The Art Institute of Charlotte
American Business and Fashion

- Type of Transcript:
Official
Unofficial

Please mark if transcript needs to be picked up, mailed, or faxed.

Pick up: I will pick up my transcript.

Mail to: Attention To: Street Address

Fax to: ( ) Attention To: City State ZIP Code

Requests are generally processed within seven to ten days of the day the payment is received

As stated in the catalog, there is a \$5 fee for each transcript. Failure to meet financial obligations may lead to the withholding of academic transcripts. Fees must be paid with CASH, MONEY ORDER, or CREDIT CARD. Personal checks will NOT be accepted.

Options to submit request & pay fee:

- 1) Mail request & fee to: The Art Institute of Charlotte, Attention: Registrar's Office, 2110 Water Ridge Parkway, Charlotte, NC 28217
2) Fax request to 704-357-1514. Fee may be paid over the phone by calling 704-357-8020 and ask to speak to someone in Student Accounting.

Signature \_\_\_\_\_ Date \_\_\_\_\_

For questions please contact: Jamie Godsey at jgodsey@aii.edu or 704-357-4684
Jenny Fricke at jfricke@aii.edu or 704-357-4683

For Internal Use Only
Date Received \_\_\_\_\_ Student ID # \_\_\_\_\_
Processor \_\_\_\_\_ Date Processed \_\_\_\_\_