



**The Art Institute
of Colorado®**
TRANSCRIPT REQUEST FORM

To request an official transcript, please complete the information below:

Your Name	
Your Name while attending The Art Institute of Colorado	
Address	
City/State/Zip	
Phone Number	Email Address
Dates of Attendance	Student ID
Program(s)	Graduation Date (if applicable)

- **Official transcripts are \$5.00 each and unofficial transcripts are free. Each official transcript will be mailed in a separate, sealed envelope.**
- Please allow a minimum of five working days for processing official transcripts after 1992, and at least three business weeks for processing transcripts prior to 1992. This does not include delivery time by the United States Postal Service.
- The request for transcripts cannot be fulfilled unless this form is complete with all necessary information and signed by the student. Please fax your request to: 303.824.2185.
- Official or unofficial transcripts **cannot be emailed to you**. Unofficial transcripts may be faxed to you. Official transcripts will be sent by mail to you or to a school of your choice.
- Official transcripts can only be issued after all outstanding financial obligations are satisfied in full. Unofficial transcripts will be released regardless of a balance on your account.
- **Questions? Send Email to: _AiC Records@aii.edu**

REASON FOR REQUEST: _____

STUDENT SIGNATURE: _____ DATE: _____

Your signature is required to process and release Official Transcript information.

PAYMENT INFORMATION

Cash Check Money Order

 Credit Card Debit Card
 VISA MasterCard Discover
 AMEX
 Credit Card Number:

 Expiration Date: _____

DELIVERY METHOD OF TRANSCRIPT

Pick up (*allow 5 working days for processing*) Mail

 Mail transcripts to the following (one address per form):

