

## Transcript Request

1501 Biscayne Blvd., Suite 100, Miami, Florida 33132  
Phone (800) 225-9023, Fax (305) 428-5874

There is a \$5.00 per copy fee for official transcripts. All financial obligations to the university must be met for an official transcript to be released. Please complete this form and visit the Student Accounting office. Once the fee has been collected and you have received clearance from Student Accounting, submit the form to the Registrar's Office for processing. Allow 10 - 14 days for processing. There is no fee for an unofficial transcript.

Name (Include maiden/prior name if applicable):		Student ID (or Social Security) #	
Last attended AiMIU in (approximate month/year):	Current AiMIU student? ( ) Yes ( ) No	List degree(s) earned (if any):	
Street address:		E-mail address:	
City:	State:	Zip code:	Phone number:

Transcript type (indicate how many for each): __ Official; __ Unofficial; ( ) <small>Check this box if you need course descriptions</small>		Processing, hold until the following is/are posted: ( ) Final grades ( ) Change of grade ( ) Degree	
Send via mail: ( ) to address indicated below	Hold for pick-up on:	Fax to (only available for unofficial transcripts): Attn: _____ Fax # _____	

**Please fill in the bottom portion of the form for mailing. Print clearly.**

<b>I authorize Ai Miami International University of Art &amp; Design to release my academic transcript as indicated on this form:</b>	
Signature:	Date:

<i>Student Accounting</i>		<b>F O R O F F I C E U S E O N L Y</b>		<i>Registrar's Office</i>	
Processed: ( ) Clear ( ) Fee Paid ( ) Denied	Miscellaneous	Processed: ( ) Unof. ( ) Off. ( ) Denial Ltr.			
By: _____	Date: _____	By: _____	Date: _____		

Recipient, the enclosed Official Transcript from Ai Miami International University of Art & Design (Formerly Ai International Fine Arts College) has been sent to you at the request of our student/former student:

Student's Name: \_\_\_\_\_ SSN \ Ref. \ ID # \_\_\_\_\_

_____	Recipient's Office or Name
_____	Name of Institution
_____	Street Address
_____	City, State, Zip code