

# The Art Institute of Philadelphia®

## High School Transcript Request

Please submit this form to your guidance or school records office immediately. The Art Institute of Philadelphia will not be able to make a decision regarding your admission until we have received your transcript. Proof of graduation is a prerequisite for final admission to all Art Institute programs and must be provided prior to beginning classes. Failure to provide a copy of your transcript may result in the cancellation of your application.

### High School Seniors

Prior to your expected date of graduation, please submit a partial transcript so that a conditional admissions decision can be made. Upon graduation, you will be required to submit a final transcript so that you can be considered for full acceptance to The Art Institute of Philadelphia.

### High School Graduates

You must contact your high school to ask them to mail or fax a copy of your official high school transcript. There may be a fee for this transcript.

### General Education Diploma or High School Equivalency Exam Recipients

If you have satisfactorily completed a state General Education Diploma or High School Equivalency Exam, please submit a copy of your diploma as well as a copy of your test scores.

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I authorize you to release my high school transcript to: \_\_\_\_\_ Today's Date: \_\_\_\_\_

The Art Institute of Philadelphia  
Attention: Enrollment Processing  
1622 Chestnut Street  
Philadelphia, PA 19103  
Telephone – 1-800-275-2474      Fax – 1-215-405-6399

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Date of High School Graduation: \_\_\_\_\_

Name of High School: \_\_\_\_\_

Address, City, State of High School: \_\_\_\_\_

**High School Senior Signature:** \_\_\_\_\_

(I confirm that I am scheduled to graduate from high school.)

Or

**High School Graduate/GED Recipient Signature:** \_\_\_\_\_

(I confirm that I have graduated from high school or taken and received my GED diploma.)

All transcripts must have the date of graduation, as well as a school seal or school official's signature, to be considered final/official.

**1622 Chestnut Street Philadelphia, Pennsylvania 19103-5198**  
**1-800-275-2474 or 1-215-567-7080 [www.aiph.aii.edu](http://www.aiph.aii.edu)**