

TRANSCRIPT REQUEST FORM

THE ART INSTITUTE OF COLORADO

To obtain transcripts from the Art Institute of Colorado, please follow these instructions:

For **OFFICIAL** transcript fax or mail your request in to:

The Art Institute of Colorado
1200 Lincoln St, Denver, CO 80203

Attn: Kathy in Records

Direct fax number (303)824-2185-we do not accept electronic signatures for official transcripts.

Official transcripts are \$5.00. If you are sending your request by mail, please make a check or money order out to AIC. If you are faxing your request, please make the payment by debit or credit card using the below boxes.

How many official transcripts do you need? (Each transcript is \$5.00)_____

Credit card name (Visa, Master Card, Discover, American Express)

Name on the card : _____

Account number: _____

Expiration date: _____

Last 3 digits from the back of the card: _____

Where are the transcript(s) being sent? Please provide detailed information and if necessary use an additional page. Thanks.

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Name (while attending The Art Institute): _____

Student ID Number or SS#: _____

Program(s) _____

Approximate dates of attendance: _____

Graduation date (if you graduated): _____

Your contact phone number: _____

Signature: _____

Unofficial transcripts are free!

You may email this request for an **unofficial** transcript to: ketchells@aii.edu

Transcripts are processed **weekly** in order that they were received.

Please allow at least **1week** for transcripts from before **1992**-those are not in our system. We need time to retrieve your file to complete your request.

If you have any other questions please call **Kathy** in Records at: (303)824-4793 or at: (800)275-2420

ACCOUNTS WITH AN OUTSTANDING BALANCE WILL NOT BE PROCESSED!
This applies to official transcripts only.

THANK YOU