

ACADEMIC TRANSCRIPT REQUEST

Select one: ☐ Official Transcript
☐ Unofficial Transcript

To request an official transcript of all courses you have previously registered with ATI COLLEGE, please complete (include your signature) and return this form to ATI COLLEGE, Attention: Student Service Department / Transcripts at **15141 Whittier Blvd., Suite 420, Whittier, CA 90603**. If paying by credit card, you may fax this form to (562) 864-7806. Otherwise, please include a check or a money order payable to the ATI COLLEGE and send to the above address. The cost for each official transcript is \$10.00 for the current students and \$20 for all other students (i.e., graduates, cancelled, terminated, dropped, transferred).

Note: Most colleges and universities prefer an original transcript to be mailed directly to them. Please include a contact name or department when requesting transcripts to be sent directly to an educational institution. If you would like the transcript sent directly to you, please indicate below. Please allow 5 to 10 working days to process your transcript. A fee for rush and priority mail express (domestic) is \$100.

Student Information

Last name:	First name:	Middle name:
Home Address:		
Home City, State, Zip:		
Home Phone with Area Code:		Date of Birth (mm/dd/yyyy):
Requesting to receive transcript at home?	Yes	No (please complete Institutional Information section)

Academic Program Information

Program Name:
Academic Period (mm/dd/yyyy):

Institutional Information

School:
Attention:
Address:
City, State, Zip:

Payment Information

Method of Payment:		
Cardholder's Name (print last, first):		
Card Number:	Expiration Date (mm/yyyy):	Security Code:
Student or Cardholder's Signature:		

For Office Use Only

Request received by (school official last, first name – print):
Date request received (mm/dd/yyyy):
Date request filled (mm/dd/yyyy):