ACADEMIC TRANSCRIPT REQUEST
Select one: ☐ Official Transcript
☐ Unofficial Transcript

NOTICE: The school will contact you if we cannot process your request due to your failure to comply with one or more of the school policies & or procedures as listed in the school catalog. A transcript will be sent to the last known address within 10 business days. You may contact the Student Services Office at (562) 864-0506 with any questions. Please mail (15141 Whittier Blvd., Suite 420, Whittier, CA 90603, fax (562-864-7806), or email (julie@ati.edu) the completed form. There is no charge for unofficial transcript. The cost for each official transcript is $10.00 for the current students and $20 for graduates, canceled, terminated, dropped, and/or transferred students. The cost for each official transcript is $120 for all international students.

Note: Most colleges and universities prefer original official 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. The 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:

Transcript Period (mm/dd/yyyy – mm/dd/yyyy):

Receiving Institution Information

School Name:

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):

ATI COLLEGE INC.