

TRANSCRIPT REQUEST FORM
OFFICIAL TRANSCRIPT OF GRADES
Fee \$4.00

_____ Financial Aid Director
_____ Student Accounts Manager
(Office use only)

An official transcript of grades contains the College Seal and is signed by the Registrar. These transcripts may ONLY be sent to accepting institution or agencies. Official transcripts are the only type acceptable for the transfer of credit.

STUDENT COPY OF GRADES
Fee \$3.00

A Student Copy of grades is stamped as such, and is not acceptable for the transfer of credit under any circumstances. These copies are provided for your own information and records.

All transcript requests must be received by the college in writing, and must be signed by the individual who attended Rocky Mountain College of Art + Design, or Rocky Mountain School of Art. For your protection, please send a check or money order, rather than cash, to 1600 Pierce Street, Lakewood, CO 80214. Faxes are accepted at 303-225-8615, provided that the credit card type, number, and expiration date are included.

Transcripts are processed within 5 business days. 24-hour rush service is available for a \$10 fee.

Your Name: _____

Your Name While Attending School (if different than above): _____

Your Student ID #: _____

Your Social Security Number: _____

Date of Birth: _____

Your Current Address: _____

Your Current Phone Number: _____

Dates of Attendance: _____ Are you a current RMCAD student? () yes () no

Please check all that apply:

- () I would like a Student Copy sent to my current address.
- () I would like an Official Copy sent to the following address:

I am requesting my records for this purpose: _____

Signature (Required) _____ Date _____

Check/money order for \$ _____ Add RUSH service? (\$10 Fee) () yes () no

Credit card #: _____ Credit card security code (on back of card): _____
Expiration Date: _____