

TRANSCRIPT REQUEST FORM

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

OFFICIAL TRANSCRIPT OF GRADES

\$4.00

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

\$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.

Your Name: _____

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

Your Student ID #: _____ Your Social Security Number: _____

Date of Birth: _____ Dates of Attendance: _____

Are you a current student? () yes () no Your Current Phone Number: _____

Your Current Address: _____

HOW MANY DO YOU NEED ?

_____ Student Copy (**\$3.00 each**) sent to my current address

_____ Official Copy (**\$4.00 each**) sent to the following address:

RUSH SERVICE : RUSH Transcripts are processed within 1-2 business days. Standard transcripts are processed in 5 business days.

_____ RUSH PROCESS- **\$10.00** additional to total

STUDENT COPY- MAILING SERVICE :

___ OVERNIGHT MAIL- **\$12.40** ___ 2-3 Day Mail- **\$4.80** ___ STANDARD MAIL- **FREE**

OFFICIAL COPY- MAILING SERVICE :

___ OVERNIGHT MAIL- **\$12.40** ___ 2-3 Day Mail- **\$4.80** ___ STANDARD MAIL- **FREE**

I am requesting my records for this purpose: _____

Signature (Required) _____ Date _____

I have enclosed a check or money order for \$ _____

Please charge my credit card: \$ _____ Amex/MC/Visa (circle one) : _____

CVV (on the back of card): _____ Exp. Date: _____