



TRANSCRIPT REQUEST FORM

<input type="checkbox"/> Financial Aid Director <input type="checkbox"/> Student Accounts Manager <i>(Office use only)</i>
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OFFICIAL TRANSCRIPT OF GRADES
\$4.00

An official transcript of grades contains the College Seal and is signed by the Registrar. ONLY 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 written or electronic form, and must be signed physically or electronically by the individual who attended Rocky Mountain College of Art + Design, or Rocky Mountain School of Art. Requests may be emailed with electronic signature, faxed or mailed to the Registrar's Office. For your protection, please send a check, or money order, to 1600 Pierce Street, Lakewood, CO 80214 or include your credit card information rather than send cash. Faxes are accepted at 303-225-8615, and emails may be sent to **registrar@rmcad.edu**, provided that the credit card type, number, and expiration date are included.

Transcripts are processed within 5-10 business days. 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: _____ Are you a current student? YES NO

Your Current Address: _____ Phone Number: _____

_____ Dates of Attendance: _____

Please check all that apply:

- I would like _____ copies (\$3 each) of a Student Copy of my transcript sent to my current address.
- I would like _____ copies (\$4 each) of an Official Copy of my transcript sent to the following address:

RUSH SERVICE: RUSH Transcripts are processed within 5 business days. Standard transcripts are processed in 5-10 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** _____

PAYMENT

I have enclosed a check or money order for \$ _____ Please charge my credit card: \$ _____

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

EMAIL TO: registrar@rmcad.edu



Rocky Mountain College of Art + Design
 1600 Pierce Street | Denver CO 80214
 800.888.ARTS | www.rmcad.edu