

American International College
Office of the Registrar
1000 State Street
Springfield MA 01109
Tel. (413) 205-3212

REQUEST FOR OFFICIAL TRANSCRIPT

Name _____ Student ID# _____

Address _____ Date of birth _____

_____ Dates of attendance _____

_____ Telephone _____

Number of transcripts _____

Where would you like transcripts sent? Print address below.

Circle Student Type: - Undergraduate
 - Graduate

Official transcripts are \$7.00 each and payments must be received before transcripts can be released. Please mail this form with payment. Official transcript requests will usually take (5) business days to process. No transcript will be issued during the periods of commencement, registration, examination, or until all financial obligations to the college are fulfilled.

STUDENT SIGNATURE