

<b>TO COUNSELOR / REGISTRAR</b> <ul style="list-style-type: none"> <li>Please make certain the student transcript lists <b>Date of Graduation</b> and <b>SAT/ACT</b> scores.</li> <li>Please <u>mail an OFFICIAL transcript</u> to The Art Institute of Pittsburgh Online Division at the <u>address listed to the right</u>.</li> <li>Please <u>fax a transcript prior to mailing</u> to 412-918-5396.</li> </ul>		The Art Institute of Pittsburgh Online Division Transcript Processors 1400 Penn Avenue Pittsburgh, PA 15222-4332 Phone: 877-872-8869	
<b>Please Print All Information, * Required</b>			
*First Name		Middle Initial	*Last Name
*Full Name at the Time of Graduation / Testing (if different from above)			*Date of Birth (MM/DD/YY)
*SSN	Art Institute Start Date		
I received my (check one) <input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Other _____			*Graduation / Test Date
<b>Please Print All Information, * Required</b>			
*High School / Testing Center Location			
*Address			
*City	*State	Zip	
School Phone		Fax	
Cost	(Office Use Only) Payable to:		
Notes			

**TO THE STUDENT:**

I understand that The Art Institute of Pittsburgh Online Division will assist me in securing my official transcripts. However, it is ultimately my responsibility to make sure that my official transcript(s) has been requested and received by The Art Institute of Pittsburgh Online Division within 15 days of my start date.

Official Transcripts for Proof of Graduation: If my official transcript providing Proof of Graduation is not received within 15 days of my start date, I understand that I am subject to termination of my program of study. I am aware that financial aid will not be credited to my account if I cannot provide Proof of Graduation within this time period, therefore I will be responsible for any balance due on tuition or fees.

Official Transcripts for Potential Transfer of Credit: Unofficial transcripts can be reviewed for Transfer of Credit if they are received before I begin classes, and indicate school name, course name, and grade received. However, if my official transcript showing potential Transfer of Credit is not received within 15 days of my start date, I understand that I am subject to loss of Transfer of Credit from this source, which could affect my financial aid plan and the length of my program.

**Student: Please fax this signed document to your Admissions Representative.**

<b>X I authorize you to release my Official transcript to The Art Institute of Pittsburgh Online Division.</b>	
Signature	Date