

# **The Art Institute of Portland<sup>®</sup>** **Transcript Request**

PLEASE FILL THIS FORM IN COMPLETELY  
 MISSING INFORMATION MAY DELAY YOUR REQUEST  
**NOTE: EMAILED REQUESTS WILL NOT BE ACCEPTED**

**YOUR INFORMATION (PRINT CLEARLY)**

Name \_\_\_\_\_ Student ID# or last 4 dig. of SSN: \_\_\_\_\_  
First Middle Last

Former names used \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Daytime phone # \_\_\_\_\_

Email \_\_\_\_\_

<p><b>SEND TRANSCRIPTS TO:</b></p> <p>Number of copies requested: _____</p> <p>Name _____</p> <p>Street Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Fax # _____</p>	<p><b>SEND TRANSCRIPTS TO:</b></p> <p>Number of copies requested: _____</p> <p>Name _____</p> <p>Street Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Fax # _____</p>
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**WILL PICK UP**  You will receive notifications by email and/or phone when and where your transcripts are available for pick up.

**EMAILED REQUESTS WILL NOT BE ACCEPTED**

<p><b>MAIL TO:</b>                  The Art Institute of Portland                  Accounting Office                  1122 NW Davis Street                  Portland, OR 97209</p>	<p><b>OR FAX TO:</b>                  503-228-3616</p>
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**PROCESSING INSTRUCTIONS:**

Process immediately (allow 10 business days).

Delay processing to include current terms grades.

Delay processing until degree is granted.

**PROCESSING INFORMATION**

Only Art Institute of Portland & Bassist College transcripts may be released.  
 Transcripts will not be released if there is a hold on your account.  
 Allow **ten business days** for processing transcripts. NOT including time needed by the US Postal Service to deliver your order.

I authorize The Art Institute of Portland to release my transcripts to the address(es) indicated above.

\_\_\_\_\_  
**Student Signature (REQUIRED)** **Date**

<p style="text-align: center;"><b><i>Paid to Student Accounting:</i></b></p>	<p style="text-align: center;"><b><i>Registrar Use Only</i></b></p> <p>Date Sent: _____</p> <p>By: _____</p>
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