

# Transcript Request



If a student's financial obligation is not fulfilled, the Institute is authorized to do the following until the owed monies are paid: withhold the release of the student's academic records or any information based upon the records, withhold the issue of the student's transcripts. Should you have any questions, please contact the Office of the Registrar. Upon completion, turn this form in to the Office of Administration or mail to "ATTN: Office of the Registrar."

Date of Request:  Student Full Name:   
Email Address:  Former Names:   
Contact Phone:  Student ID or SSN:   
Last Date of Attendance:  Birth Date:   
(Write "currently enrolled" if still attending DigiPen.)  
Student Signature:

### Cost of requested transcripts (FREE FOR CURRENT STUDENTS):

- » **\$3.00** for each **UNOFFICIAL** transcript
- » **\$5.00** for each **OFFICIAL** transcript
- » Scanned copies are not considered official transcripts. If you would still like a grades copy sent to e-mail, please request so in the comments section.

Number of **UNOFFICIAL** transcripts needed:

Current students can print unofficial transcripts directly from SRS and need not request through this form.

Number of **OFFICIAL** transcripts needed:

Purpose of the transcript request:

- » Provide information:  Pick up at DigiPen campus.
- Mail to:

Comments:

### PREPARATION OPTIONS:

Choose one.

**Prepare now.**

**Prepare after current semester's grades are released.**

**Prepare after degree completion.**

### CREDIT CARD AUTHORIZATION

(Only complete if NOT currently enrolled. DO NOT complete if currently enrolled as a DigiPen student.)

Visa  MasterCard Card ID Number:

Card Number:

Expiration Date:  Total amount to be charged: \$

Card Holder's Name:  Authorization Signature:

Card Holder's Address: