

# Transcript Request

Upon completion of this form, you may submit it by emailing it to **registrar.us@digipen.edu**, or mailing it "ATTN: Office of the Registrar."

- **UNOFFICIAL** transcripts: A digital copy may be emailed to the email address provided in the comments section below. A printed copy may be mailed to the address provided or picked up at DigiPen campus.
- **OFFICIAL** transcripts: DigiPen does not currently authorize official transcripts in digital format. It can either be mailed to the address provided or picked up at DigiPen campus.
- Your request will be processed within 48 hours after the form is received.

**Date of Request:** \_\_\_\_\_ **Student Full Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Former Names:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Last Date of Attendance:** \_\_\_\_\_ **Student Signature:** \_\_\_\_\_  
*(Write currently enrolled if still attending DigiPen)*

**PREPARATION OPTIONS:** *(Please choose one)*

Prepare now.       Prepare after current semester's grades are released.       Prepare after degree completion.

**COST OF REQUESTED TRANSCRIPTS:** *(Free for current students)*

	Number	Total (\$)	Purpose of transcripts requested:	
<b>UNOFFICIAL</b> transcripts needed (No charge):	_____	<i>No charge</i>	_____	
<b>OFFICIAL</b> transcripts needed (\$5.00 each):	_____	_____	<input type="checkbox"/> Pick-up at DigiPen campus	<input type="checkbox"/> By mail

**Name/Institution:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**CREDIT CARD AUTHORIZATION:** *(Only complete if NOT currently enrolled. DO NOT complete if currently enrolled as a DigiPen student)*

Visa       Mastercard

**Cardholder's Name:** \_\_\_\_\_

**Card Number:** \_\_\_\_\_

**Card ID Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Total amount to be charged:** \_\_\_\_\_

**Card Holder's Address:**

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Authorization Signature:** \_\_\_\_\_