How to Request an Official Transcript

To receive an official transcript from The Art Institute of Philadelphia, you must submit the Official Transcript Request Form (below) **by mail, fax or by email.**

**By Mail:**
Attn: Registrar’s Office  
The Art Institute of Philadelphia  
1622 Chestnut Street, Philadelphia, PA 19103-5198

**By Fax:**
Attn: Registrar’s Office 215.405.6426

**By Email:**
amedford@aii.edu

There is a fee of $10.00 for an Official Transcript. Payments not made in person must be mailed in the form of a money order, PLEASE NOTE: We no longer accept personal checks as a form of payment.

There is no charge for Unofficial Transcripts, however they are not signed nor have the official seal.

Please remember to **SIGN** any request for a copy of your Official Transcript. Because a **signature** is required to release Official Transcript information, email and telephone requests cannot be processed.

Your account with The Art Institute of Philadelphia Student Accounting Department must be in good standing in order for a transcript to be mailed.

**Questions?** Please email Adriane Medford, Registrar, amedford@aii.edu
OFFICIAL TRANSCRIPT REQUEST FORM

Official transcript service will be denied to students with outstanding financial obligations to The Art Institute of Philadelphia.

STUDENT REQUESTING TRANSCRIPT (Please Print Clearly):

Name: ___________________________________________ ID # (SS# if ID Unknown): __________________

Address: __________________________________________

________________________________________________________________________

PERSON RECEIVING TRANSCRIPT

Name: ___________________________________________

Address: __________________________________________

________________________________________________________________________

NUMBER OF COPIES: ___________ x $10.00 = ___________ (amount due*)

*Please contact the Accounting Office at 215.405.6751 or 6715 to arrange for payment of $10 for each requested transcript. PLEASE NOTE: We no longer accept personal checks as a form of payment. Transcript fees may be paid by Money Order, Cash (in person, at the Accounting Office window) or by Credit Card (in person or by phone).

________________________________________________________________________

Instructions (please check one):

___Send Immediately
___Hold for Grades
___Hold for Degree Posting

Reason for Request (please check all that apply):

___Internship
___Job
___Transferring
___Personal
___Scholarship
___Other

STUDENT SIGNATURE: _________________________________________________

________________________________________________________________________

FOR USE OF THE REGISTRAR’S OFFICE

Date Received ________________ Date Processed ________________