



# The Art Institute of San Antonio®

*A branch of The Art Institute of Houston*

CREATIVITY *for* LIFE

## OFFICIAL TRANSCRIPT REQUEST FORM

*Official transcript processing will be denied to students with outstanding financial obligations to The Art Institute of San Antonio.*

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### Student requesting transcript (Print clearly):

Full Name: \_\_\_\_\_ ID# \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of copies requested: \_\_\_\_\_

*Currently, there is no charge for transcripts from The Art Institute of San Antonio*

### Select an option below: *\*Please allow up to 3 weekdays to process a request.*

I will pick up transcript(s) from registrar office.

Please email transcript(s) to the following address:

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

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Instructions:

Send immediately once processed

Hold for grades

Hold for degree posting (Pending graduates only)

Students can contact the Campus Registrar, Steven Parker, with additional questions by sending an email to [stparker@aii.edu](mailto:stparker@aii.edu). Please fax completed form to (210)338-7321. If you prefer, you can scan and email the completed form to this email address for processing.

Students are able to print unofficial transcripts online via their student portal account.

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**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

FOR USE OF THE REGISTRAR'S OFFICE: Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_