

**Official Transcript Request Instructions**

1. In order to request a transcript, please follow the steps below. **Processing time of the transcript request is approximately 5 to 7 business days.**
  
2. Print and complete the attached transcript request form. ***We must have your signature in order to process this request.***
  - The form can be returned by mail to:  
**Maura Murphy  
Registrar  
Two Columbus Center  
4500 Main Street, Suite 100  
Virginia Beach, VA 23462**
  
  - By fax at **(757)493-6755 Attention: Maura Murphy**
  
  - **By email at mmurphy@aii.edu**
  
3. **Payment**
  - a) For payments options please contact Student Accounting: Sarah Neal (757) 493-6763 or Gemma Ivy at (757) 493-6717.
  - b) There is a charge of \$5.00 for each copy request
  - c) The transcript fee is *non-refundable* and must be paid before the transcript is processed.
  - d) Transcripts will not be processed for students who have not satisfied all financial obligations.
  - e) Credit cards can be taken by phone. **Payments will not be taken over the phone until this form is received in the office.**
  - f) Please note that **if payment is not made within 14 calendar days of form receipt, then request form will be discarded** and you will need to submit a new transcript request form at the time of payment.
  
4. Once both steps are complete your transcripts will be processed and distributed as per your instruction on the request form.

# Academic Transcript Request Form

The Art Institute of Virginia Beach

4500 Main Street Suite 100

Virginia Beach, VA 23462



A branch of The Art Institute of Atlanta

CREATIVITY for LIFE

## BOXED AREA TO BE FILLED OUT BY REGISTRARS OFFICE AND ACCOUNTING OFFICE ONLY

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Account Balance: \_\_\_\_\_ Current on CEBG: \_\_\_\_\_

Accounting Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Comment: \_\_\_\_\_

Hold for final grades: \_\_\_\_\_ Hold for posting of graduation: \_\_\_\_\_

Date Sent: \_\_\_\_\_ Details: \_\_\_\_\_

- This form must be completed by the current or former student.
- Processing time of the transcript request is approximately **5 to 7 business days**.
- There is a charge of \$5.00 for each copy request. The transcript fee is *non-refundable* and must be paid before the transcript is processed.
- Transcripts will not be processed for students who have not satisfied all financial obligations.

Current Name \_\_\_\_\_ Phone \_\_\_\_\_  
Last Name First Name Middle Name

Mailing Address \_\_\_\_\_  
Street City State Zip

Dates of Attendance (As accurate as possible) \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Are you an AiVA graduate? \_\_\_\_\_

Name While Attending \_\_\_\_\_  
Last Name First Name Middle Name

Name at Graduation Date (if different than above) \_\_\_\_\_

Send Transcript To: \_\_\_\_\_  
**\*Must include complete address**  
**or transcript may not be sent**  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Additional Information:

1. Failure to provide the necessary information will delay processing of your request.
2. If you are currently enrolled in courses and want the grades in those courses to be included on your transcript, or if you will be receiving a degree and want the information about your degree to appear on your transcript, the production of your transcript can be delayed until the end of the academic quarter when the desired information has been added to your record. **Be sure to note these special instructions with your request, or your transcript will be processed at the time of your request.**
3. **Payments will not be taken over the phone until this form is received in the office.**
4. Please note that **if payment is not made within 14 calendar days of form receipt, then request form will be discarded** and you will need to submit a new transcript request form at the time of payment.