

MIAD Transcript Request Form

STUDENT INFORMATION - PLEASE PRINT

Name: _____

Address: _____

City: _____ State _____ Zip Code: _____

Telephone: _____

Status: _____

- | | |
|---|---|
| <input type="checkbox"/> Current MIAD Student | <input type="checkbox"/> MIAD Graduate |
| <input type="checkbox"/> Previously Attended | <input type="checkbox"/> MIAD Pre-College Student |
| <input type="checkbox"/> Concordia Student | <input type="checkbox"/> YOP (PSEO) Student |
| <input type="checkbox"/> Milw. Center for Photo. | <input type="checkbox"/> Creative Educators Institute |
| <input type="checkbox"/> CE Teaching Credit (SCO) | |

Approximate dates of attendance: _____

Any other name(s) used at MIAD: _____

Social Security Number: _____

Student's Signature: _____

**MAIL TO: REGISTRAR'S OFFICE
MIAD, 273 E. ERIE STREET
MILWAUKEE, WI 53202**

Handling Instructions

- Send Now
- Hold for pick-up
- Send after semester grades are posted
- Other: _____

Purpose of Transcript

- Employment
- Transfer
- Graduate School
- Scholarship Application
- Personal Records
- Other: _____

Total number of transcripts requested: _____ (Please list additional addresses on the other side of this form.)

Institution: _____

Attention: _____

Address: _____

City: _____ State: _____ Zip Code: _____

TRANSCRIPT INFORMATION AND REGULATIONS

There is a \$5.00 processing fee for **each** transcript (official or unofficial). Payment may be either cash or a check made payable to MIAD.

Transcripts will not be released until all financial obligations to MIAD have been satisfied.

Transcripts will not be released without the student's signature.

A transcript issued to the student is stamped "ISSUED TO STUDENT". This is not considered an official transcript.

Some institutions will not accept unofficial transcripts.

Transcripts we receive from high schools or other institutions may not be duplicated. You must apply directly to each school you attended for your transcript.

PROCESSING TIME: Requests received during regular business hours will be processed within 48 hours except during peak times. Peak times are the beginning and end of each semester and registration week.

FOR REGISTRAR'S OFFICE USE ONLY

HOLDS

Payment Received: _____ Business Office: _____

Official Transcript mailing date: _____ Library: _____

Unofficial Transcript mailed/issued to student: _____ Other: _____