



Pittsburgh Institute of Aeronautics
 P.O. Box 10897
 Pittsburgh, PA 15236
pia.edu • 1.800.444.1440

Official Student Record Request Form

The official transcript fee is \$10 per transcript set, which includes transcript and course/lesson descriptions. Transcript set for dual program students will include both transcripts. Payment must be received prior to processing this request. A duplicate copy of degree certificate may also be ordered for a fee of \$20.

*Student Name: _____ Social Security Number: _____
 *Former Name: _____ *Dates of Attendance: _____
 *Date of Birth: _____ *Program(s): _____
 *Daytime Phone Number: _____ *Graduation Date(s): _____
 *Email Address: _____

***Address where Transcript will be Sent:**
 **Name: _____
 Address: _____

***Graduate's BILLING Address:**
 Address: _____

_____ City State Zip Code _____ City State Zip Code

Transcript Fee: \$10 per set
 _____ Number of Sets Requested \$_____ Transcript Fee Total

Degree/Diploma Fee: \$20 per copy (Duplicate)
 _____ Number of Duplicates \$_____ Diploma Fee Total

Delivery Charges:
 _____ FREE Pick up at Main Campus (must give 24 hour notice)
 _____ FREE Standard Mail
 _____ \$45.00 Expedited Shipping (US only) \$_____ Delivery Fee Total

Payment must be received by 9:00am
 \$_____ TOTAL DUE

Payment Method:
 Cashier Check/Money Order Personal Check*** Credit Card**** Debit Card

Credit/Debit Card Company: _____

_____ Name on Card _____ Account Number _____ Exp. Date _____ Security Code

**Required Field*
 **My signature authorizes Pittsburgh Institute of Aeronautics to release my records to the above named party.
 ***Personal checks may take three weeks to process (no overnight delivery available)
 **** Visa, MasterCard, and Discover are accepted. Make sure billing address above is correct.

Student Signature: _____ Date: _____

The form may be emailed to asmith@pia.edu, faxed to (412-466-0513), mailed in (PO Box 10897, Pittsburgh, PA 15236), or hand-delivered (5 Allegheny County Airport, West Mifflin, PA 15122).

Date Received	Payment Received	Shipped/Picked Up (signature)