



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

## REQUEST FOR OFFICIAL TRANSCRIPT

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: \_\_\_\_\_

Date Received	Payment Received	Shipped/Picked Up (signature)