



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: _____
 Former Name: _____
 Date of Birth: _____
 Daytime Phone Number: _____

Social Security Number: _____
 Dates of Attendance: _____
 Program(s): _____
 Graduation Date(s): _____

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 (24 hours)
 _____ FREE Standard Mail
 _____ \$25.00 Overnight Delivery (US only)
Payment must be received by Noon

\$_____ Delivery Fee Total

\$_____ 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

**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)