

Date Requested: _____
 Date Sent: _____
 Initials: _____
 Holds Present: _____
 Transcript Fee: _____

TRANSCRIPT REQUEST

Transcript Options

- Mail** Official Transcript (Allow 5 -7 Business Days for USPS to Deliver)
- Hold** Transcript for Pickup (Stamped "Issue to Student")
- Unofficial** Transcript Request (No charge; Email, and/ or Mail)

Student Information

Student ID (or Last 4 digits of SSN): _____

 Last Name First Name Middle Name

 Former/Previous or Maiden Name (if applicable)


 Current Address Apt. #

 Current Address (continued)

 City State or Province Postal Code

 Email

 Phone Country (if not USA)

 Handwritten Signature Required by FERPA/ Department of Education

Payment Information:

The Official Transcript fee is \$5.00 per transcript.
 There is no charge for an Unofficial Transcript.

Please Check Payment format:

- Cash (Enclosed)
- Payment by Check made out to "CCS"; memo "Transcript" (Enclosed)
- Credit Card Payment paid by contacting the CCS Business Office at (313) 664-7435.

Transcript Options:

Order Official Transcripts online.
 Visit www.Parchment.com; processed within 24-hours (M-F).

Return this form to:

Academic Advising & Registration Office
 College for Creative Studies
 201 East Kirby Street, Detroit, MI 48202
OR
aaro@collegeforcreativestudies.edu

Questions? Call (313) 664-7672

OFFICIAL TRANSCRIPT WILL NOT BE FAXED, EXPRESS MAILED OR EMAILED BY COLLEGE FOR CREATIVE STUDIES

Please release my transcript to the Person/Institution named below.
 I understand that there is a charge per copy due at the time of the request and that United States Postal Service can take 5-7 business days to deliver mail.

Mailing Direction

- My Address Above OR Name _____
- Email Address Above (Unofficial ONLY) Address _____
- Email Address Below (Unofficial ONLY) City _____
- _____ State/ Zip _____
- _____ Attn _____