

AMERICAN COLLEGE OF THE BUILDING ARTS

TRANSCRIPT REQUEST FORM

Please be advised that if you have any active holds on your account from the Bursar Office, Financial Aid Office, Library, etc. your transcript request will not be processed until the hold is cleared. Transcripts may be mailed or picked up at the American College of the Building Arts. The cost of an official transcript is \$10 and it is non-refundable. Completed transcript request forms should be mailed to the Registrar's Office for the request to be processed. The student's signature is required. Please allow 7-10 business days for mailed transcripts.

Last Name	First Name	MI	Last four digits of SSN
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Mailing Address	City/State	Zip
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Phone Number	Email Address
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MAIL TRANSCRIPTS TO:

TRANSCRIPT 1:

TRANSCRIPT 2:

PAYMENT ENCLOSED:

Check

Cash

Credit Card

CREDIT CARD TYPE

Card Type: MasterCard VISA Discover American Express

Cardholder Name (as shown on card)

Security Code

Account Number

Expiration Date

Card Billing Address

City/State

Zip

Signature

Date