

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)
- Deliver to CCS Human Resources** (CCS Employees only)

Student Information

Approximate dates of attendance: _____

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

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

<input type="checkbox"/> My Address Above	OR	<input type="checkbox"/> Mail to:	Name _____
<input type="checkbox"/> Email Address Above (Unofficial ONLY)			Attention _____
<input type="checkbox"/> Email Address Below (Unofficial ONLY)			Address _____
			City _____
			State/ Zip _____

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. (additional \$3.00 processing fee applies)

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