



Transcript Request Form

Attention Registrar:

Please send a copy of my transcripts to the schools /organizations listed below. In making this request, I realize that I must provide you with the organization's correct contact information and that payment for each transcript requested must be received by the institution prior to the request being processed.

*Prices will vary depending on number of transcripts and/or documents that you wish to have sent.

The cost for transcript processing (per transcript requested) is:

- Normal Service (7-10 days): \$10.00 *CEU certificates/ documents \$10.00 per page
- Rush Service (3 Days): \$25.00
- Same Day Service (When Available) \$50.00 *If the request is received on Friday, it will not be processed until Tuesday.
- Diploma (reprint) incl. shipping and taxes \$75.00

I realize that the Eastern School of Acupuncture and Traditional Medicine will not comply with my request if I have outstanding library books/fines or unmet financial obligations to the institution. In the event that I have unmet financial obligations then the monies submitted for transcript requests will be put toward meeting that obligation.

Signed (Student/Graduate) _____

Student Name (Please Print): _____

Address _____

Payment information: Card Type: _____ Security Code _____ Exp/date _____

Card Number: _____

Important: Final transcripts will not be available for 31 days following the scheduled end of a semester.

Transcripts should be sent to the following schools /organizations:

Name: _____

Address: _____

Notes _____

*Prices will vary depending on number of transcripts and/or documents that you wish to have sent.

Administrative Use Only:

Date Requested: _____ Date Sent: _____ Fee Collected _____