



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 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: _____

Administrative Use Only:

Date Requested: _____ Date Sent: _____ Fee Collected _____