

**Mail Requests to:**  
**Advising, Records and Registration**  
 Ringling College of Art and Design  
 2700 North Tamiami Trail, Sarasota, FL 34234

**Phone: (941) 359-6116**  
**Fax requests to: (941) 359-6115**  
 Email: dhaynes@ringling.edu

## TRANSCRIPT REQUEST

**STUDENT NAME** \_\_\_\_\_  
 (Please note **former name** if applicable)

Email Address (please print): \_\_\_\_\_

**Are you currently enrolled at Ringling College, Yes  - - if not, please print your current:**

Address:			
City/State/Zip			
Phone		Major	
Date of Birth		Last Date of Attendance	

I will pick up  or please mail

<b>MAIL TO:</b>  <small>NOTE: <b>FedEx</b> will not ship to PO Boxes. Please supply FedEx Recipient Phone #:</small>	
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\*Please provide **another sheet** for any additional or lengthy addresses

\_\_\_\_\_  
 Signature of Student (**REQUIRED**) Date

**Fees:**

**Additional Services:**

<b>Official copies:</b> Signed and Sealed; Must Mail or Pick Up Cost: \$2.00 each – <b>mailed via USPS within 48 hrs</b>  <b>Copies needed:</b> <input type="text"/> <b>Cost:</b> _____  <b>Paid with:</b> cash <input type="checkbox"/> check <input type="checkbox"/> money order <input type="checkbox"/>	<input type="checkbox"/> Same Day Processing: <b>Mailed via USPS</b> Cost: <i>additional \$10; Request before 2 pm</i>  <input type="checkbox"/> FED EX SHIPPING: Additional \$15/address <b>(International fees will vary)</b>  <input type="checkbox"/> Unofficial copy - \$2.00 Fax or Mail	
<b>Credit card type (circle one):</b>	<input type="radio"/> Visa <input type="radio"/> Mastercard <input type="radio"/> Discover	<b>Total Fee:</b>
<b>Credit card number:</b>		<b>Expiration Date:</b>
<b>Cardholder's name (as it appears on card):</b>		
<b>Cardholder's address and telephone number:</b>		
<b>Authorized signature of cardholder:</b>		

**Transcript requests cannot be processed if there is a financial hold on your record.**

Transcript request forms can be mailed to us including a check or money order for the appropriate fees.

Please make checks and money orders payable to “Ringling College of Art and Design” if mailed; otherwise, you may *fax* the request forms to us provided it includes credit/debit card information, an expiration date and an authorizing signature at the bottom of the form.

An **Official transcript** will be signed and stamped by the Registrar and **MUST** be mailed in a sealed envelope to its destination **or** you may pick it up at our office; Ringling College of Art and Design will not accept or issue **official transcripts** via FAX.

**If your social security number needs to be on your transcript, please add it with your name at the top of the request form and initial to indicate your permission to release the number; otherwise, it will not appear on the transcript.**