

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 <input type="checkbox"/> or please mail <input type="checkbox"/> ** FED EX WILL NOT SHIP TO P.O. BOXES**	
MAIL TO:	
PHONE:	

*Please provide **another sheet** for any additional or lengthy addresses

 Signature of Student (**REQUIRED**) Date

Fees:		Additional Services:		
Certified copies: Signed and Sealed; Mailed within 48 hrs. via U.S. Postal Service. Certified copies needed: <input type="checkbox"/> Cost: \$2 each copy Paid with: cash <input type="checkbox"/> check <input type="checkbox"/> money order <input type="checkbox"/>		<input type="checkbox"/> Same Day Processing: U.S. Postal Service Cost: additional \$10; Request before 2 pm <input type="checkbox"/> FED EX SHIPPING: \$15/address for U.S. (International fees vary; \$40+) <input type="checkbox"/> Unofficial copy - \$2.00 Fax <input type="checkbox"/> Mail <input type="checkbox"/>		
Credit card type (circle one):	<input type="radio"/> Visa	<input type="radio"/> Mastercard	<input type="radio"/> Discover	Total Fee:
Credit card number:				Expiration Date:
Cardholder's name (as it appears on card):				
Cardholder's address and telephone number:				
Authorized signature of cardholder:				

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.