

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:			
FAX TO:			
PHONE:			

****Please provide additional addresses on a separate blank sheet – use only ONE request form****

 Signature of Student (**REQUIRED**) _____
Date

<p>Fees:</p> <p>Certified copies are signed by Registrar and Sealed Mailed within 48 hrs. via U.S. Postal Service</p> <p>No. of Certified copies needed: <input type="checkbox"/> Cost: \$2 per copy</p> <p>Paid by (check one): cash <input type="checkbox"/> check <input type="checkbox"/></p> <p>money order <input type="checkbox"/> credit card <input type="checkbox"/></p>	<p>Additional Services:</p> <p><input type="checkbox"/> Same Day Processing: Additional \$10 Request before 2 pm Will be shipped by regular ground mail</p> <p><input type="checkbox"/> FED EX SHIPPING: Additional \$15 in U.S. (International shipping will cost more)</p> <p><input type="checkbox"/> Unofficial Copy - Cost \$2 per copy</p>			
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.

Please make checks and money orders payable to “Ringling College of Art and Design” if the request is 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.

A **Certified Transcript** will be signed and stamped by the Registrar and **MUST** be mailed by us 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 transcripts considered “official” via FAX – these are considered “unofficial” as they will not bear the seal.

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, we withhold that information for your added security.

Please Note: Transcripts with dates of attendance before 1989 may have social security numbers typed onto the transcripts; those cannot be removed.