Office of Advising, Records and Registration
2700 N Tamiami Tr
Sarasota, FL 34234
Phone: 941-359-6116 Fax: 941-359-6115
Email: dsoudijn@ringling.edu

**Transcript Instructions**

You may email me with any questions: dsoudijn@ringling.edu

*Please use only one request form per order. Multiple addresses may be written on the back of the request form, or on a separate sheet of paper.

*Requests will be processed twice a week (Tuesday and Friday), unless expedited service is requested and paid for.

*We must have request forms submitted by 12pm (noon) in order to honor 'same day processing' requests.

*NOTE* During drop/add at the beginning of each semester and during pre-registration at the end of each semester processing transcripts may take 7 to 10 days. Additionally, 'same day processing' is not available during these times. Please allow time for this as our office is exceptionally busy at that time.

Transcript requests will not be processed if there is a Financial HOLD on your record!

*A Certified 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 does not submit official transcripts electronically at this time.

*Check with the Institution/individual you are giving the transcript to, and make sure they accept the transcript directly from you, the student. Many require that it be sent directly from our office to their office.

*If your social security number needs to be on your transcript, please request 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 already typed onto the transcripts; those cannot be removed.

NOTICE TO PARENTS: FERPA law requires the student's hand written signature on the transcript request form regardless of their age. Once a student has attended a higher educational system (even in the case of PreCollege classes), FERPA law dictates that academic records are the sole property of the student, and we must have their approval and signature to release them.

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# Transcript Request

## Student Information

Social Security Number: ***-** _____

Birth Date : _____

Student Name: _____
(name while attending Ringling)

Email: _____

Are you currently enrolled at Ringling:
☐ Yes
☐ No

If no please complete the following:

Address: _____

City: _____

State: _____

Zip: _____

Phone#: _____

_____
Signature of student (required)

_____
Date

## Where to Send

☐Hold for pick up in Advising and Registration Office

☐Mail to: _____

_____

_____

_____

*FedEx shipping requires the phone number and street address of the recipient (no P.O. boxes)*

## Number of Transcripts

Official Transcripts are signed by Ringling College of Art and Design and sealed. They are mailed via USPS ground service.

Number of transcripts requested: _____
($2 per transcript)

Additional Services:
☐ Same Day Processing, additional $10
☐ FedEx Shipping within USA, additional $15

Total Paid: _____

Paid by:
☐ Cash
☐ Check
☐ Money Order
☐ Credit Card

Mail your check or money order in along with request form. Made payable to: Ringling College of Art and Design

Credit card payment information can be found on the next page.

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**Transcript Payment Information**

*Do not submit credit card information via email.*
*Please fax this form to 941-359-6115 or*
*Call in your information to 941-359-6116*

☐ Visa
☐ MasterCard
☐ Discover

Total Paid: _____

Student Name: _____

Credit Card Number: _____

3 Digit Security Code: _____

Expiration Date: _____

Card Holder Name: _____

Cardholders Address: _____

_____

_____

_____

_____
Signature of Cardholder (required)