



TRANSCRIPT & DIPLOMA REQUEST / EDUCATION VERIFICATION

Fee: Official transcripts are \$5.00 per copy at time of request, diplomas are \$15.00 per copy at time of request, no fee for education verification.

Please complete all information:

Official transcripts requested Unofficial transcripts requested Education verification only Duplicate diploma request

| | | | |
|--------------------|--|--------------------|-----|
| Student Name | | Campus attended | |
| Other Name(s) used | | | |
| Current address | | | |
| City | | State | Zip |
| Phone number | | Phone number other | |
| Email Address | | | |
| Date of birth | | Student ID or SSN | |
| Program | | Dates Attended | |

Enrollment status: Current Student Graduate Withdrawn

Action Requested (select one):

Fax to: Attention _____ Fax number (_____) _____

Email to (for Education Verifications Only) _____

Mail to _____

Address _____

City _____ State _____ Zip _____

Other instructions _____

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

Mail the completed form and payment (check, money order, or credit card) to the campus location attended • Attention: Registrar

Please contact campus for fax instructions.

- Documents cannot be released without the student's signature.
- Processing can take up to 30 days.
- Failure to complete exit counseling may result in placement of a hold on student's records, which would prevent fulfillment of transcript requests and release of graduates' diploma.
- Diplomas and transcripts are not released to students with outstanding balances on their student accounts.
- Carrington College can only release transcripts from Carrington College (formerly Western Career College, Apollo College or American Institute of Health Technology).

Registrar use only

Amount paid \$ _____ Receipt # _____

Request completed by _____ Date completed _____

Date sent to Home Office _____ Home Office received on _____

Home Office response date _____

Student Name _____ Student D# (if known) _____

CREDIT CARD PAYMENT AUTHORIZATION

Card Information:

Discover (CA Locations Only) American Express (Outside CA Locations Only) Master Card Visa

Amount authorized to charge credit card _____

Debit/Credit card number _____

Expiration date _____ Three digit CSV number on back of card _____

Cardholder authorized signature _____

Cardholder name (please print) _____

Address _____ City _____ State _____ Zip _____

Daytime Phone Number _____ Email Address _____

Albuquerque Campus
1001 Menaul Blvd. NE
Albuquerque, NM 87107
505-254-7777

Boise Campus
1122 N. Liberty St.
Boise, ID 83704
208-377-8080

Citrus Heights Campus
7301 Greenback Lane
Suite A
Citrus Heights, CA 95621
916-722-8200

Las Vegas Campus
5740 S. Eastern Ave.
Suite 140
Las Vegas, NV 89119
702-688-4300

Mesa Campus
1001 W. Southern Ave.
Suite 130
Mesa, AZ 85210
480-212-1600

Mesquite Campus
3733 W. Emporium Circle
Mesquite, TX 75150
972-682-2800

Online
4742 N. 24th Street
Suite 360
Phoenix, AZ 85016
855-777-1921

Phoenix North Campus
8503 N. 27th Ave.
Phoenix, AZ 85051
602-393-5900

Phoenix East Campus
2149 W. Dunlap Ave. Suite 100
Phoenix, AZ 85021
602-433-1333

Pleasant Hill Campus
380 Civic Drive
Suite 300
Pleasant Hill, CA 94523
925-609-6650

Pomona Campus
901 Corporate Center Drive
Suite 300
Pomona, CA 91768
909-868-5800

Portland Campus
2004 Lloyd Center, 3rd Floor
Portland, OR 97232
503-761-6100

Reno Campus
5580 Kietzke Ln.
Reno, NV 89511
775-335-2900

Sacramento Campus
8909 Folsom Boulevard
Sacramento, CA 95826
916-361-1660

San Jose Campus
5883 Rue Ferrari, Suite 125
San Jose, CA 95138
408-960-0162

San Leandro Campus
15555 E. 14th Street
Suite 500
San Leandro, CA 94578
510-276-3888

Spokane Campus
10102 E. Knox Ave.
Suite 200
Spokane, WA 99206
509-532-8888

Stockton Campus
1313 W. Robinhood Drive
Suite B
Stockton, CA 95207
209-956-1240

Tucson Campus
201 N. Bonita Avenue
Suite 101
Tucson AZ, 85745
520-888-5885