



TRANSCRIPT & DIPLOMA REQUEST / EDUCATION VERIFICATION

Fee: Official transcripts are \$7.50 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Enrollment status: Current Student Graduate Withdrawn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
8909 Folsom Boulevard
Sacramento, CA 95826
916-361-1660

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