



**CARRINGTON COLLEGE®**

## 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 Last Four Digits of SSN		
Program	Dates Attended		

Enrollment status:    Current Student    Graduate    Withdrawn

Action Requested (select one):

Fax to: Attention \_\_\_\_\_ Fax number (\_\_\_\_\_) \_\_\_\_\_

Email to \_\_\_\_\_

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.**

**Please contact campus for fax or email 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).

### College use only

Amount paid \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Request completed by \_\_\_\_\_ Date completed \_\_\_\_\_

Student Name \_\_\_\_\_

Student ID# \_\_\_\_\_

### 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**  
2149 W. Dunlap Ave, St 103  
Phoenix, AZ 85021  
602-216-7700

**Phoenix East Campus**  
2149 W. Dunlap Ave. St 100  
Phoenix, AZ 85021  
602-216-7700

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

**Ontario Campus**  
4580 Ontario Mills Pkwy  
Ontario CA 91764  
909-366-4122

**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, St 125  
San Jose, CA 95138  
408-960-0161

**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  
509-462-3722

**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