



columbus college of art & design

107 north ninth street
columbus, ohio 43215

614.222.3295

Fees for Each Transcript	
Standard Processing (5 days or more to complete processing.)	\$5.00 (per copy)
Rush Processing (less than 5 days to complete processing). You must provide your own prepaid envelope for overnight or express mail service.	Add \$10.00 (flat fee)

Request for Transcript Service

Student Name: _____ Date: _____
Last First Middle

List all other names under which you may have attended CCAD or are recorded on CCAD records.

Student ID Number: - -
or Social Security Number: - -

Dates of Attendance at CCAD _____

Check One: Degree Seeking Nondegree Day Telephone Number: _____
Student Current Address: _____ (_____) _____ - _____
_____ Evening Telephone Number: _____
_____ (_____) _____ - _____

Request: Official Transcript Standard \$5.00(per copy) / Rush \$10.00 (flat fee) Grade Copy (no charge)
 Include current semester grades (transcript will not be sent until approximately 2-3 weeks after the current semester ends.)

Official Transcripts to be sent to the following:

(1) Number of copies _____

(2) Number of copies _____

(3) Number of copies _____

Please Note: In compliance with the Family Educational Rights and Privacy Act of 1974, the college will not release by mail or FAX any information from your student record without your consent.

Signature of Student _____

Transcripts will be processed as soon as possible. However, students should request transcript service well in advance to avoid problems arising from last minute requests.
Transcript processed and sent on _____
Date

Total Transcript Fees this request: \$ _____
Total Due from previous requests: \$ _____
Total Balance Due: \$ _____

Please forward transcript fees to:
One Stop Student Services
Columbus College of Art & Design
107 North Ninth Street
Columbus, OH 43215-1700

Office Use Only: Delay of Service <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks: _____
_____	_____
_____	_____