

The purpose of this form is to release an official copy of your transcript. Unofficial transcripts can be obtained through your student portal. All official transcripts are released on transcript paper in a sealed envelope. At this time, official transcripts cannot be sent electronically. Once the form is processed, you will receive an email notification to your NewSchool email address.

Official transcripts will not be released if there is any outstanding financial obligation to NewSchool.

Please print using blue/black ink or type.

First Name _____ Last Name _____

Student ID _____ Phone _____

Email _____

Name while attending NewSchool (if different from above) _____

Are you currently enrolled at NewSchool? Yes No

Last Term Attended _____

Number of Transcripts Requested _____ (A \$10.00 fee will be charged per transcript)

Payment

- Cash (Do not mail cash)
- Check (Payable to "NewSchool")
- Credit Card (complete credit card information below)
- Scholarship (List Scholarship) _____

Send

- Immediately
- Hold for Final Grades
- Hold for Degree Conferral

Credit Card Information (complete only if paying with a credit/debit card)

Name on Card _____ Type of Card _____

Billing Address _____

City _____ State _____ Zip _____ Country _____

Credit Card Number _____ Security Code _____ Exp. Date _____

Mailing Instructions

- To Student (provide address)
- Third Party (provide address)
- Pick up in Registrar's Office
- NewSchool Email (*Note: Transcripts will be a scanned copy of an official transcript. Official paper copy of transcript will be available for pickup in the Registrar's Office for 6 months after the date of request. No other email addresses will be accepted.*)

Send to _____

Address _____

City _____ State _____ Zip _____ Country _____

By signing below, I authorize release of my official academic transcript(s) to the party(ies) listed above.

Student Signature _____ **Date** _____
(No digital signatures will be accepted.)

STUDENT MUST SUBMIT COMPLETED FORM TO THE REGISTRAR'S OFFICE.

registrar@newschoolarch.edu