



Official Transcript Request Form

Student Name: _____
 Student ID (SSN): _____ Date of Birth: _____
 Email: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Cell Phone: _____ Other Phone: _____

Please note, transcript will only be sent upon written or online request by student and after payment of transcript fee(s). No transcript will be furnished for a student or alumnus whose academic records or tuition payment is incomplete. AWA does not issue partial records. One week processing time is normally required to process an official transcript request. Before processing of transcript, student must validate that all the information in his/her Student Account Information is accurate. AWA is not responsible for transcript sent to an inaccurate recipient address provided by the student.

Choose Delivery Method:

- Pick Up Send to Student Address Listed Above Send to Address Provided Below:

Institution Name: _____
 Attention: _____
 Address: _____
 City: _____ State: _____ Zip: _____

\$10.00 FEE PER TRANSCRIPT REQUEST**Additional Service Options and Fees:**

- First Class Mail Service (No Additional Charge)** *Processed within 5 business days*
- Priority Mail with Tracking Number (\$10 fee per Transcript + \$10 Priority Mail)**
Processed within 2 business days of receipt, Priority USPS Mail packaging with tracking number
- National Expedited Service (\$10 fee per Transcript + \$35 overnight fee)**
Processed within 1 business day of receipt, and then mailed by express carrier next day air.

Student Signature: _____ **Request Date:** _____
(Signature Required for Authorization for Release of Records)

Method of Payment:
 Cash Money Order Visa MasterCard American Express Discover

Amount Total (Including Additional Options): \$ _____ If paying by credit card, please continue:
 Cardholder's Full Name: _____
 Card Number: _____ - _____ - _____
 Expiration Date: _____ / _____ CVV# (Last 3 digits on back): _____
 Billing Address: _____
 City, State, Zip: _____
 Phone: _____ Cardholder Signature: _____