

Student Document Request Form

Please complete the following information, ensuring that it is complete and legible

Student Information

Student Name: _____
 Social Security #: _____ Date of Birth: _____
 Address: _____
 Phone #'s _____
 & Email: _____
 Type of Document Requested:

- Official Transcripts
 Unofficial Transcripts
 Grades
 Recommendation Letter
 Letter of Enrollment
 Physical (copy)
 CPR (copy)
 Other: _____
 Financial Invoice
 Loan Documents (copy)
 IV/BW Cert (copy)

A fee of \$10.00 will be charged for each official transcript. The student's financial accounts must be current prior to the college furnishing any transcripts or other documentation. Some documents will only be completed at the discretion of the Administrator(s) &/or Instructor(s) you are requesting the document from (e.g., Recommendation Letter). Please allow up to **5-10 business days** for documents to be completed. Documents for coursework attempted or completed over 5 years ago may take approximately 30 business days to process if available. This documentation may no longer be available due to the length of time.

Student Signature

Date

Office Use Only

- FA Cleared _____
 Completed _____
 Unable to Complete, See Comments
 Money Received: YES _____ Amount \$ _____ NO _____

Comments:

Angeles Institute Employee Signature

Date