



## TRANSCRIPT REQUEST FORM

Student Identification Number \_\_\_\_\_

Social Security Number \_\_\_\_\_

Name (please print) \_\_\_\_\_

Name when attended school (if different) \_\_\_\_\_

Number \_\_\_\_\_ Street \_\_\_\_\_ Apartment # \_\_\_\_\_

Birth Date \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail Address \_\_\_\_\_

Country \_\_\_\_\_

Telephone Number \_\_\_\_\_

**STUDENT SIGNATURE REQUIRED\***

Today's Date \_\_\_\_\_

\*Your signature authorizes "ALLIANT" to update your contact information in our system. If you attended under a name other than your current name, please sign using the name under which you attended. **(Authorization letter is required for transcript collection by someone other than the student.)**

**MAIL TRANSCRIPT TO:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**IMPORTANT:** Student is responsible for complete mailing address including zip code. A missing or incomplete address may delay arrival of the transcript. Please print clearly and use one address per form.

**Institution Attended:**     AU/CSPP             USIU             AIU             Current AIU student

**Approximate Dates of Attendance:**    From: \_\_\_\_\_ To: \_\_\_\_\_

**Type of Service:**     Send after degree posted             Send after grades posted for Term/Year \_\_\_\_\_  
 Regular Service – 6-10 business days\*     Send after incompletes and/or grade changes are made for Term/Year \_\_\_\_\_

\* Except at the end and beginning of sessions when more time are required to fill all requests.

Send your transcript request to *Alliant International University, Registrar's Office, Attn: Transcripts* at the campus address where you attended classes:

**For Fresno:**

5130 E. Clinton Way  
Fresno, CA 93727

**For Sacramento:**

2030 W. El Camino Ave.,  
Suite 200  
Sacramento, CA 95833

**For Los Angeles:**

1000 S. Fremont Ave. Unit 5  
Alhambra, CA 91803

**For San Diego/Irvine CSPP & USIU including Mexico City, Tokyo, Hong Kong & Kenya [if you graduated/withdrew from Kenya\*\* before 1997]:**  
10455 Pomerado Road, Bldg M-16  
San Diego, CA 92131 USA

**For San Francisco Bay (Alameda, Berkeley):**  
1 Beach Street, Suite 100  
San Francisco, CA 94133

\*\*If you attended the USIU-Nairobi, Kenya campus after 1996 and want to order transcripts of your course work there, forward your request directly to Nairobi campus or visit the Kenya campus website for instructions: [www.usiu.ac.ke](http://www.usiu.ac.ke)

Include your check or money order for the total amount below. **Transcript requests will not be processed until all Business Office Holds and Financial Aid holds are cleared.**

Type of Request:	Quantity	Fee	Total
Official Transcript	_____	\$10 each	_____
Unofficial Transcript	_____	\$ 5 each	_____
RUSH ( <i>I Business Day</i> *)	_____	\$20 each	_____

\*Same day processing only. For overnight shipping, extra fee applies.  
 Check number: \_\_\_\_\_ **TOTAL ENCLOSED** \_\_\_\_\_

**For Registrar's Office Use Only:**

SBS Hold     Other \_\_\_\_\_  
 Amount Paid: \$ \_\_\_\_\_    Check #: \_\_\_\_\_  
 Date Received: \_\_\_\_\_    Date Proc'd: \_\_\_\_\_    Date Mailed: \_\_\_\_\_  
**Recorded**     Yes     No    By: \_\_\_\_\_    Date: \_\_\_\_\_