



School of Addiction Studies

Official Transcript Request Form

Student Information:

Student Name

Date of Birth

Daytime Phone Number

Approximate Dates of Attendance

School Attended (online or in class hybrid)

Certificate Awarded

Email Address

Student Options and Fees:

- ☐ Regular Service (\$20 fee per transcript) *Processed within 5 business days of receipt, and then mailed first-class USPS mail.*
- ☐ In Office Pick-up Service (\$10 fee per transcript) *Picked up in the Office of Admissions on the same business day (form must be submitted in person).*

Total Number of Transcripts Requested: _____

Address for Transcript Delivery:

Use the space to the right to indicate where the transcript(s) should be sent.

This address will appear on the outside of the transcript envelope.

Note: You must use separate forms if you wish to send transcripts to more than one location.

Payment Method:

- ☐ Check or Money Order Payable to: Sober College School of Addiction Studies
- ☐ Credit Card

Credit Card Transaction:

Student Name

Cardholder Name

Signature

Credit Card Number

Exp. Date

CSV

Address

City, State, Zip