

CLEVELAND INSTITUTE OF ART

TRANSCRIPT REQUEST FORM

Beginning March 18, 2020, and until further notice, CIA will not charge for the processing of transcripts.

NOTE: Due to the current national situation with COVID-19, official transcript requests, which are sent via USPS mail, may be processed at a delay. Unofficial transcripts will be processed within 5 business days.

PLEASE COMPLETE THIS FORM IN FULL, SIGN and RETURN TO THE REGISTRAR'S OFFICE:

- email registrar@cia.edu a scanned copy or a picture of completed form
• mail to: Registrar's Office, Cleveland Institute of Art, 11610 Euclid Avenue, Cleveland, OH 44106

PRINT CLEARLY:

Name: _____ Date of Birth: _____

Other Possible Name on CIA Records: _____

Home Address: _____

City, State, Zip: _____

Contact Phone No.: _____ Email: _____

Approximate dates of attendance _____ OR Graduation date _____

YOUR RELATIONSHIP TO CIA (please check all that apply):

- Current Student [] Former Student/Alumnus []
Continuing Ed/Pre-College Student (Current or Former) []
Foreign Studies Student [] (list foreign institution) _____

PLEASE INDICATE TYPE and NUMBER OF TRANSCRIPTS NEEDED IN THE APPROPRIATE SPACE(S) BELOW AND WHEN THE TRANSCRIPT(S) SHOULD BE SENT:

OFFICIAL (USPS mail) _____ UNOFFICIAL (Email) _____ TOTAL REQUESTED _____

TIMELINE: SEND TRANSCRIPT NOW _____ SEND AFTER FINAL GRADES ARE POSTED _____

The Registrar's Office at the Cleveland Institute of Art has my permission to forward my transcripts to the individual(s) or organization(s) listed below.

Student signature: _____ Date: _____

MAILING ADDRESS FOR OFFICIAL TRANSCRIPT:

NAME OF ORGANIZATION OR INDIVIDUAL: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL ADDRESS FOR UNOFFICIAL TRANSCRIPT:
