

## Academic Transcript Request Form Instructions

1. In order to request a transcript, please follow the steps below. **Mailed requests typically require three (3) weeks processing time.**
2. Print and complete the Transcript Request Form. We must have your signature, along with the **\$7.00 fee** in order to process your request. **NOTE: Forms submitted without payment will be discarded. Current and former students may request a transcript provided account holds are cleared with a zero balance.**

Mail form and payment information to:

Dream Center Education Holdings  
ATTN: Academic Operations Department  
1400 Penn Avenue  
Pittsburgh, PA 15222

*Please note: If you are waiting for your degree to be posted, or for a certain class to show as completed with grade posted, you should NOT request your official transcript until you have verified this action is complete.  
Please print legibly.*

YOUR NAME (at time of attendance): \_\_\_\_\_

CAMPUS ATTENDED: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ Current Student: Y\_\_N\_\_ Former Student: Y\_\_N\_\_

CURRENT Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ Programs/Degrees/Majors: \_\_\_\_\_

***I hereby request and authorize the release of my academic transcript(s) as indicated below.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Total Number of Copies:** \_\_\_\_\_ OFFICIAL (\$7 each) \_\_\_\_\_ UNOFFICIAL (free of charge)

**PAYMENT:** Check or Money Order ONLY      **TOTAL FEE INCLUDED:** \_\_\_\_\_

**Mail Transcript(s) to (if different than current mailing address above):**  
\_\_\_\_\_  
\_\_\_\_\_

**Internal Use Only- This area completed by the Accounting and Academic Operations Departments:**

Date Received: \_\_\_\_\_ Acctg Approved: Y\_\_N\_\_ Payment Processed: Y\_\_N\_\_

Date Sent (if applicable): \_\_\_\_\_ Processor Initials: \_\_\_\_\_