



NEW HAMPSHIRE INSTITUTE OF ART

148 Concord Street ♦ Manchester, NH 03104-4858 ♦ (603) 623-0313 ♦ Fax (603) 641-1832

Office of the Registrar

Transcript Request for BFA Credit Courses

Please follow directions carefully. If request is not filled out completely and legibly, and/or the correct fee does not accompany this request, it will be returned to you.

PLEASE PRINT CLEARLY

Student Name: _____
Last
First
MI
(Former Name)

Telephone number: () _____ - _____

Address where we can contact you: _____

Student ID or Social Security Number: _____ - _____ - _____ **Date of Birth:** _____

DATES OF ATTENDANCE: _____ to _____ **YEAR OF GRADUATION:** _____ (if applicable)

OFFICIAL TRANSCRIPT \$5.00 each (make checks payable to New Hampshire Institute of Art)

MAIL TO: _____ # of transcripts to be sent to this address _____

SPECIAL INSTRUCTIONS: (CHECK ONE)

- Hold for current grades
 Hold for Graduation
 Hold for Grade Change

Credit Card Authorization

Cardholder Name	\$	Amount to be charged
Credit Card Number		Expiration Date
Cardholder Signature		Daytime Telephone

No official transcripts will be furnished if your financial obligations to NHIA have not been satisfied. NHIA is not responsible for loss of transcripts once they leave the Registrar's office. Your written release for transcripts is required. Please sign your name in the space provided. Fees must be paid at the time of your request. Official copies bear the New Hampshire Institute of Art's seal and the signature of the Registrar. Although every attempt will be made to process your request as soon as possible, allow up to ten days for processing. Confirmations are not mailed to student.

STUDENT SIGNATURE: _____ **Date:** _____

BELOW LINE FOR OFFICE USE ONLY

Fee Paid _____ **Cash** _____ **Check #** _____ **Voucher** _____ **Copy to the Bursar Office** _____ **Date** _____