



# NEW HAMPSHIRE INSTITUTE OF ART

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

## Transcript Requests

Transcript requests must be signed by the student (requests cannot be taken by phone). During busy times (i.e., grading, registration, end of semester), allow ample time for processing. Transcript requests must be returned with a \$5.00 processing fee. Cash, checks\* and credit cards (Visa, MasterCard, Discover and American Express) are accepted.

\*Checks should be made out to New Hampshire Institute of Art.

To order your transcript request by mail, send a signed written request to:

New Hampshire Institute of Art  
Office of the Registrar  
148 Concord Street  
Manchester, NH 03104-4858

All requests must contain the following information. Missing information could delay your request.

- Your current name
- The name you attended under
- Date of birth
- Social Security Number
- Approximate date of attendance at NHIA
- Date of degree
- Full name and address where the transcript is to be mailed
- Your signature to authorize the release of your transcript
- The total number of transcripts requested (\$5.00 for each copy requested. Do not send cash in the mail)
- Please specify if you need your request to be held for semester grades or degrees.

### Please Note:

Any transcript requests sent with an attached Priority/Express envelope will be processed along with all other requests on a first come first served basis. Transcript requests will not be processed unless all financial and other obligations to the institute have been fulfilled.

Picking up transcripts for someone other than yourself is not allowed.

You may be required to produce a picture ID.

### Processing:

Unofficial Copies: Available on-the-spot for all students who visit the office. If request is sent by mail, allow 10-15 business days to process. Fee is \$1.00 per copy.

Official Copies: Allow 10-15 business days to process. Fee is \$5.00 per copy.

Sealed transcripts: Sent directly to the address requested, and cannot be given or sent to the student. Student must supply the name of the institution to which the transcript is being sent.



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## 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*

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 \_\_\_\_\_

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

UNOFFICIAL TRANSCRIPT (no charge)

MAIL TO: \_\_\_\_\_ # of transcripts to be sent to this address \_\_\_\_\_

Unofficial copies may be obtained by you or your academic advisor only.

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

### 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.

STUDENT SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_