TRANSCRIPT REQUEST FORM

(Please print) __________________________________  ____________________________

Student’s name     Signature

The processing time for all transcripts is 7-14 working days from receipt of payment/request. Official transcripts are issued to students in a sealed envelope only under special circumstances. To receive an official copy of your transcript in a sealed envelope you must complete the transcript request form explaining the special circumstances in the remarks area. Please mail or fax your transcript request form. Academy for Five Element Acupuncture, Inc. does not release transcripts or copies of transcripts from other institutions.

Number of Transcripts to be Sent: ____________ Fees: □ Initial Transcript - $10
□ Additional Transcripts - $5 □ Expedited Copies - $100 (plus courier fees, postage & cost of transcript)

Special Instructions: ____________________________________________________________

Please mail my transcripts to: ___________________________________________________

________________________________________________________

Please use this space for additional requests:

(Please print) __________________________________  ____________________________

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