



Manchester Campus | 148 Concord Street, Manchester, NH 03104
Sharon Arts Center Campus | 457 NH Route 123, Sharon, NH 03458
844-205-6442 | www.nhia.edu

OFFICE OF THE REGISTRAR
Transcript Request

If this request is not filled out completely and/or legibly, and/or the correct fee does not accompany this request, it will not be processed. PLEASE PRINT CLEARLY and read all directions carefully. Official transcripts are \$5.00/copy. Please make checks payable to New Hampshire Institute of Art. Unofficial transcripts can be printed via your SCAN account.

STUDENT NAME: Last First MI Former Name

STUDENT ID (if known): DATE OF BIRTH:

CURRENT MAILING ADDRESS:

TELEPHONE NUMBER: () - EMAIL ADDRESS: (where we can contact you if we have any questions)

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

PLEASE MAIL MY TRANSCRIPT TO:

If mailing to a school or employer, please be as specific as possible (with the contact name, their department, the name of the institution/company, and complete mailing address, including a building name or number, if applicable).

NHIA is not responsible for loss of transcripts once they leave the Registrar's Office.

TRANSCRIPT COPY #1:

TRANSCRIPT COPY #2:

Four horizontal lines for entering transcript copy details.

\$5.00/copy x copies = \$

If you wish to pay by Credit Card, you may do so in person, or you must email a scanned copy of this form to both the Student Accounts Office (studentaccounts@nhia.edu) and the Registrar's Office (registrar@nhia.edu), and then call in your Credit Card number to the Student Accounts Office (603.836.2523). No request will be processed without payment.

No official transcripts will be furnished if your financial obligations to NHIA have not been satisfied. 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 raised seal and the signature of the Registrar. They are mailed in a sealed envelope, which, once opened, makes them unofficial. If you are providing them to a school or employer, please make sure that they open the envelope. 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. Transcripts can not be faxed or emailed, and will be provided in print form only.

STUDENT SIGNATURE: DATE:

BELOW LINE FOR OFFICE USE ONLY

Fee Paid by: Cash: Check #: Credit Card (last 4#): Date: Pmt Rec'd By: