

Pratt Institute Official Transcript Request

- Ø The charge is **\$15 per copy** for mailed requests. Payment is by check or money order only.
- Ø Only regular service (leaves Pratt in three to five business days) is available for mailed requests.
- Ø Transcripts for NCARB or Creative Arts certification are \$5. Certification forms must be included.
- Ø No request will be processed until all Pratt holds (financial, medical, etc.) have been cleared.
- Ø Requests are processed in the order received.
- Ø Delays may occur for archived records (pre-1985) and during peak periods.
- Ø Transcript may be ordered by, or released to, a third party only with the written authorization of the student.

Mail requests to: **Pratt Institute**
Office of the Registrar, Thrift Hall
200 Willoughby Avenue
Brooklyn, NY 11205

Please allow 30 days from mailing for transcript to arrive at its destination.

Order official transcripts faster and cheaper at any time: <http://www.getmytranscript.com>

Last Name	Maiden Name	First	Middle
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Address

City	State	Zip Code	Telephone No.
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PRATT ID#: _____ **OR** Social Security No.: _____

Major: _____ Date of Birth: _____

Undergraduate: Graduate: Undergraduate & Graduate:

Currently Enrolled at Pratt? Yes: No:

If not, what was the last year/term and year of attendance? Term: _____ Year: _____

SPECIAL HANDLING: (Check all that apply)

When should transcript be released?

After grades are recorded: Fall term Spring term Summer term

After Degree is recorded:

After grades changes are made for the following:

Course prefix & No.	Semester	Course prefix & No.	Semester
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PLEASE FORWARD MY TRANSCRIPT TO: Same As Above:

Name: _____

Address: _____

Address: _____

City/State/Zip: _____

Signature: _____ **Date:** _____