

# Pratt Institute Official Transcript Request

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

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Last Name	Maiden Name	First	Middle
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Address

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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

**PLEASE FORWARD MY TRANSCRIPT TO:**                      Same As Above:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_