

# Transcript Request Form

**\*There is a fee of \$5.00USD per each official transcript requested. If you wish to have your transcripts sent via FedEx, you will be responsible for the charges.**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date Students Full Name Student ID# (s)  
(NOT Social Security#)

\_\_\_\_\_  
University/College transcripts will be sent to: Attention to whom

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Country Zip

(\_\_\_\_)\_\_\_\_\_  
Students Phone Number Students E-mail Address

\_\_\_\_\_  
Total Quantity **For:** (circle all that apply) Bachelor Master Doctorate Course  
**Year Graduated:** \_\_\_\_\_ Completion

Method of Payment: Check Money Order Credit Card  
Please make all checks and money orders payable to  
**American Century University.**

Credit Card Type: Visa M/C America Exp. Discover  
\_\_\_\_\_  
Credit Card # Exp. Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
**Please print name if not student**

Please fax to: 505-889-2750 or you can mail it to: American Century University  
2201 San Pedro NE, Bldg 3 Suite 220  
Albuquerque NM 87110  
**ATTN: Miquella Herrera, Registrar**