

Student Document Request Form

Please complete the following information, ensuring that it is complete and legible

Student Information

Student Name: _____ Term _____

Social Security #: _____ Date of Birth: _____

Address: _____

Phone Number: _____ Email Address: _____

Type of Document Requested:

- | | | | |
|---|--|---|---------------------------------------|
| <input type="checkbox"/> Official Transcripts | <input type="checkbox"/> ID Replacement | <input type="checkbox"/> GAIN Monthly Attendance Reporting | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Unofficial Transcripts | <input type="checkbox"/> ID Picture Card | <input type="checkbox"/> DPSS Supporting Documentation | _____ |
| <input type="checkbox"/> Letter of Enrollment | <input type="checkbox"/> Access Badge | <input type="checkbox"/> Signed Agreements <i>(I.E., Deficiency Notices, Drop paperwork, etc.)</i> | _____ |
| <input type="checkbox"/> Letter of Recommendation | <input type="checkbox"/> Financial Invoice | <input type="checkbox"/> TFC Loan Documents (copy) | |
| | <input type="checkbox"/> 1098T Form (copy) | | |

A fee of \$10.00 for official transcripts must be paid before processing begins. Payments may be made online or in-person with our financial department. Financial accounts **must be current** prior to the college furnishing any documentation requested. Some documents will only be completed at the discretion of the Administrator(s) &/or Instructor(s) you are requesting the document from (e.g., Recommendation Letter). Please allow up to **10 business days** for documents to be completed. Please note that transcript requests may be delayed or rendered incomplete due to pending final grades. Documents for coursework attempted or completed over 5 years ago may take approximately 30 business days to process if available. This documentation may no longer be available due to the length of time.

After the completion of your request, you will have 2 weeks to pick up your documents. If you do not pick up within the allocated time frame, you will need to submit a new request and pay any associated fees.

"Please note that we do not store or provide medical record or any records for which we are not the original issuing body. Should you need access to health or academic records please reach out to Complio, your local health department or physician, and/or the institution which issued your records."

Student Signature _____

Date _____

Office Use Only

- FA Cleared _____
- Completed _____
- Unable to Complete, See Comments
- Money Received: YES _____ Amount \$ _____ NO _____

Comments:

Angeles Institute Employee Signature _____

Date _____