

## 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"/> Unofficial Transcripts | <input type="checkbox"/> ID Card Replacement | <input type="checkbox"/> Recommendation Letter |
| <input type="checkbox"/> Letter of Enrollment | <input type="checkbox"/> Physical (copy)        | <input type="checkbox"/> CPR (copy)          | <input type="checkbox"/> Other: _____          |
| <input type="checkbox"/> Financial Invoice    | <input type="checkbox"/> Loan Documents (copy)  | <input type="checkbox"/> IV/BW Cert (copy)   |  |

A fee of \$10.00 for official transcripts must be paid before processing begins. Payments may be made online at [www.angelesinstitute.edu/payments](http://www.angelesinstitute.edu/payments) 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. Please note that Medical records (eg. TB tests, immunizations, etc.) for students attending the institute in cohorts 52 and thereafter must reach out directly to Complio for record requests. 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.**

\_\_\_\_\_  
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