

Pratt Institute
OFFICIAL TRANSCRIPT REQUEST

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Requesting an official transcript through the mail	Requesting an official transcript for pickup
Transcripts requested using this form are \$15. Only checks and money orders are accepted through the mail. No express mailing service is available for mailed requests. Please allow 3-5 business days for transcripts to be mailed.	Transcripts requested using this form are \$15. Payment is due at the time of pickup at the Office of the Registrar, located on the 6th floor of Myrtle Hall (536 Myrtle Avenue) on the Brooklyn campus. Cash, money orders, and checks are accepted.

Mail this form to the Registrar's Office:

Office of the Registrar
Pratt Institute
200 Willoughby Avenue
Brooklyn, NY 11205

Please note:

- Transcripts for NCARB or Creative Arts/Dance Therapy 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.

STUDENT INFORMATION					
Full Name					
Name while attending Pratt (If different from current name)					
Pratt ID		Date of Birth			
Phone Number		Email Address			
Current Address					
City	State/Province	Postal Code	Country		

ACADEMIC INFORMATION	
Major and Years Attended:	☐ Undergraduate Transcript ☐ PreCollege Transcript ☐ Graduate Transcript ☐ Continuing Education Transcript
Special Handling: If you are waiting for a change to your academic record (final grades, graduation, etc.), indicate when you would like your transcript to be released.	

TRANSCRIPT DESTINATION			
☐ Mailing address is the same as above			
Name			
Address			
City	State/Province	Postal Code	Country

Student Signature	Date
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