

Point Park University: Transcript Release Form

Notice to Institution Records Office: This is a request for official transcripts on behalf of a former student of your institution. Information needed to process this request can be found below.

Please return official transcript materials to:

Graduate Admission
Point Park University
201 Wood St
Pittsburgh, PA 15222

Or email using a secure service to gradadmission@pointpark.edu

If you cannot process this request, please contact the Transcript Office at 412-392-3861

APPLICANTS PLEASE COMPLETE ALL INFORMATION BELOW:

TRANSCRIPT RELEASE AUTHORIZATION

I authorize my official transcripts to be sent to Point Park University and allow any necessary follow-up, including the release of non-directory information, to acquire official transcripts from each of the institutions listed below.

Signature: _____ Date: _____

Legal Name: _____
First Middle Last Former Name(s)

Permanent Address: _____

Date of Birth: _____ - _____ - _____ *Street City State Zip*
Social Security Number _____ - _____ - _____

Phone _____ Email _____

1. Previously Attended Institution: _____

Mailing Address: _____
City State Zip

Dates Attended from: _____ to: _____ Program Seeking/of study: _____

Student ID Number: _____ Degree(s) Earned: _____

2. Previously Attended Institution: _____

Mailing Address: _____
City State Zip

Dates Attended from: _____ to: _____ Program Seeking/of study: _____

Student ID Number: _____ Degree(s) Earned: _____

3. Previously Attended Institution: _____

Mailing Address: _____
City State Zip

Dates Attended from: _____ to: _____ Program Seeking/of study: _____

Student ID Number: _____ Degree(s) Earned: _____

APPLICANTS: *Please send your signed and completed form via email to getstarted@pointpark.edu*

Please note: Some institutions may require you to obtain your official transcripts directly; if this is the case, your enrollment counselor will contact you.

If you attended additional schools, please use additional copies of this form