

Student: Please forward to your previous school[s].

The Institute strongly encourages all applicants to request their high school and college transcripts immediately. Applicants may want to call their school first to inquire if there is a fee involved when requesting transcripts. Transcripts should be requested for both high school and college.

## HIGH SCHOOL TRANSCRIPT REQUEST FORM

TO: THE GUIDANCE DEPARTMENT

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I attended your school from \_\_\_ to \_\_\_.

Please send a transcript of my grades showing graduation date.

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

MAIDEN NAME \_\_\_\_\_

PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

NOTE TO HIGH SCHOOL OFFICIAL: PLEASE ATTACH THIS REQUEST TO THE TRANSCRIPT AND MAIL TO:

American Institute for Paralegal Studies, Inc.  
1018 Woodview Court  
Aurora, IL 60515

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## COLLEGE TRANSCRIPT REQUEST FORM

TO: OFFICE OF THE REGISTRAR

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I attended your school from \_\_\_ to \_\_\_.

Please send a transcript of my grades showing dates of attendance and degree earned, if applicable.

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

MAIDEN NAME \_\_\_\_\_

PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

NOTE TO COLLEGE OFFICIAL: PLEASE ATTACH THIS REQUEST TO THE TRANSCRIPT AND MAIL TO:

American Institute for Paralegal Studies, Inc.  
1018 Woodview Court  
Aurora, IL 60515