

Avila 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:**

Avila University
C/O The Learning House
32 Mount Joy Street, Suite 300
Mount Joy, PA 17552

Or email using a secure service to transcripts8@learninghouse.com

If you cannot process this request, please contact the Transcript Office at 1-800-293-7075 ext.133

APPLICANTS PLEASE COMPLETE ALL INFORMATION BELOW:

TRANSCRIPT RELEASE AUTHORIZATION

I authorize my official transcripts to be sent to Avila 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.

Applicant's Signature: _____ Date: _____

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

Permanent Address: Street _____ City _____ State _____ Zip _____

Date of Birth: _____ - _____ - _____ Social Security Number: _____

Phone Number: _____ Email: _____

1. Previously Attended Institution: _____

Mailing Address: City _____ State _____ Zip _____

Dates Attended: From _____ to _____ Program Seeking/of Study: _____

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

1. Previously Attended Institution: _____

Mailing Address: City _____ State _____ Zip _____

Dates Attended: From _____ to _____ Program Seeking/of Study: _____

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

1. 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 fax to 800-473-2512 or email to transcripts8@learninghouse.com

*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.*