



KINO COLLEGE

TRANSCRIPT & DIPLOMA REQUEST / EDUCATION VERIFICATION

Fee: Electronic transcripts and education verification no fee, hardcopy: transcripts \$7.50 per copy, diplomas \$15.00 per copy at time of request

Please complete all information:

Official transcripts Unofficial transcripts Education verification Duplicate/Change diploma

Name While Attending Kino College		
If requesting name change, provide requested name and name change documentation, e.g., court document, marriage license, divorce decree.		
Current address		
City	State	Zip
Phone number	Phone number other	
Email Address		
Date of birth	Student ID or Last Four Digits of SSN	
Dates Attended		

Enrollment status: Current Student Graduate Withdrawn

Action Requested (select one):

Email to _____

Mail to _____

Address _____

City _____ State _____ Zip _____

Other instructions (e.g. Quantity) _____

Signature (REQUIRED) _____ Date _____

Mail the completed form and payment (check, money order) to 1980 W. Hospital Dr. Suite 202, Tucson, AZ 85704 or email the completed form to hsellers@kinocollege.edu and contact us for payment options.

- Documents cannot be released without the student's/graduate's signature.
- Processing can take up to 30 days.
- A placement of a hold on the student record due to outstanding balances on student's account or failure to complete exit counseling could prevent fulfillment of transcript requests and release of graduates' diploma.

College use only

Amount paid \$ _____

Request completed by _____ Date completed _____