



Tai Sophia Institute

7750 Montpelier Rd.
Laurel, MD 20723
410-888-9048
301-725-1674
800-735-2968

Requests for Transcripts and Academic & Clinical Reports

INSTRUCTIONS

- Print legibly and complete all information requested.
- Complete one form for each distinct addressee and submit \$5.00 for each transcript and report.
- Make check or money order payable to "Tai Sophia Institute." An additional charge will be assessed for overnight, priority or certified mailing.
- Submit a \$50 processing fee for California & Washington State transcripts.
- Send all of the above to the Information Manager, Registrar's Office.
- Anticipate an average of 10 business days for delivery. During peak times, expect at least 2 weeks to process transcript requests.
- Make certain you sign this form. We cannot release a transcript without your signature.

NOTE: No request can be honored for a person whose financial account with Tai Sophia is outstanding.

Print your name and address within this box:

Name _____

Address _____

City _____

State _____ Zip _____

Print the exact name and complete address of agency/ individual to which the transcript is to be mailed:

Name _____

Address _____

City _____

State _____ Zip _____

Number of copies to be sent to you:

Unofficial

Official

Number of copies to be sent to addressee:

Student Information Number _____ - _____ - _____

Birth Date ____/____/____

Program:

Track: _____

Acupuncture

Herbal Medicine

Applied Healing Arts

Chinese Herb

Phone Number (best number during typical business hours) (_____) _____

Student's Signature _____ Date _____

Date Received _____

Paid \$ _____