



## Transcript Release Authorization Form

Trident at AIU will assist you in obtaining your official transcripts, excluding CLEP/DSST scores, and all other official transcripts we are unable to obtain. However, it is ultimately your responsibility to make sure that your official transcripts have been received by Trident.

If official transcripts and test scores are received after the courses have been taken at Trident, there will be no tuition refunds for those courses.

**Student Information:**

**Full Name (First Name, Last Name):**

**Other names used:**

**Address:**

**Phone Number:**

**Email address:**

**Last 4 of SSN:**

**Date of Birth:**

**Release Selection:**

I hereby authorize Trident at AIU to request and process transcript(s) from my high school or GED (if applicable) and all colleges and universities I have attended, excluding CLEP/DSST scores, and all other official transcripts Trident is unable to obtain. Please select one below:

Authorized

Not Authorized

**Authorization:**

**Student Signature:**

**Date:**

Your official transcripts will be received and processed by the Trident Office of Student Services. If you do not receive notification that your official transcript has been received within 30 days, please contact [mystudentrecord@trident.edu](mailto:mystudentrecord@trident.edu).

**For each institution attended, please have the official transcripts sent to:**

**Trident at AIU - Administrative Service Center  
Attn: Admissions Operations  
5757 Plaza Drive, Suite 100  
Cypress, CA 90630**

**FOR TRIDENT USE ONLY**

Request Received: [        ]    Check Requested: [        ]    Request Mailed: [        ]    Fee Amount: [        ]

Other Action: [        ]