

**American Medical Institute Inc.**  
**6902 Cook Road Houston Texas 77072**  
**Transcript Information and Request Form**

According to Federal law, the release of your academic transcript in any way requires your signed request.

**Your transcript can be released in any of the following formats:**

- Official transcript mail can be mailed to any address requested.
- Unofficial transcript faxed or e-mailed as a pdf document.

**You may submit a request for your transcript in any of the following ways:**

- **Mail a signed request** (may use form below).
- **E-mail a request** - only acceptable if you are able to attach a scanned request with your actual signature.

Allow one week for transcripts to be processed.

If special payment is necessary, please provide credit card information:

Authorized amount: \$ \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Acct #: \_\_\_\_\_

Card Billing Address: \_\_\_\_\_

Card Type: \_\_\_\_\_ Expiration: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

**Submit your signed request via e-mail or regular mail:**

**E-Mail: info@amiinc.net**

**Mail:** American Medial Institute  
ATTN: Transcript Request  
6902 Cook Rd  
Houston, TX 77035

**Personal Information:** (Please print clearly)

**Name:** \_\_\_\_\_  
First Middle Last Maiden Student ID #

**Permanent Address:** \_\_\_\_\_  
Street Information  
City State Zip Phone

**Transcript Level (s):**  LVN  Med Aid  CNA  PCA

**Education Information:**  Current Student  Graduated \*  Did not graduate \* \*Approx. Dates of Attendance: \_\_\_\_\_

**Other Information (optional but helpful):** Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

**Authorization to release transcript : – I authorize issuance of my transcript as indicated below.**

\_\_\_\_\_  
SIGNATURE (REQUIRED)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daytime phone where you may be reached in case of questions

**Quantity:** \_\_\_\_\_  **MAIL to:** \_\_\_\_\_

Address: \_\_\_\_\_

**Quantity:** \_\_\_\_\_  **E-Mail to:** \_\_\_\_\_  
(Unofficial)

**Total:** \$ \_\_\_\_\_  \$15.00 1<sup>st</sup> Transcript  \$10.00 2<sup>nd</sup> Transcript  \$5.00 3<sup>rd</sup> Transcript

**Special Instructions:**  Issue at End of Current Term  Issue each transcript in an individual sealed and signed envelope  
 Issue After Degree Posted  Other comment: \_\_\_\_\_