



Third Party Enrollment or Degree Verification Request

1. Please follow the steps below. **Mailed requests typically require up to two (2) weeks processing time.**
2. Print and complete the Request Form. You must provide written proof of student's consent for release of information. Verification cannot be processed without consent from the student.
3. **Mail** form, consent document, and **payment** to:

The Arts Institutes International, LLC
 ATTN: Academic Operations Department
 615 McMichael Rd
 Pittsburgh, PA 15205

Please print legibly.

Student Name (at time of attendance) _____

CAMPUS ATTENDED: _____

Student ID Number: _____ PHONE: _____

EMAIL ADDRESS: _____ Last 4 of Social Security #: _____

CURRENT Mailing Address: _____

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The Registrar does not complete and certify third-party forms. A letter will be provided that will verify the following information only. Please complete the following for verification.

Dates of Attendance: _____

Graduation Date (if applicable): _____

Degree Earned (if applicable): _____

Major/Program: _____

Verification Fee = \$10

Payment: Check or Money Order ONLY - Please make payable to The Arts Institutes International, LLC

Mail Verification Letter to: (This can be an email address. Note that we will not accept incoming email requests)

Internal Use Only- This area completed by the Accounting and Academic Operations Departments:	
Date Received: _____	Acctg Approved: Y____ N____ Date Sent (if applicable): _____
Processor Initials: _____	