



To Order a Cranbrook Academy of Art Transcript:

- 1) Email the request to caaadmissions@cranbrook.edu.
- 2) Allow at least 1 week for processing.
- 3) Determine if you need an official or unofficial and the number of copies being ordered.
 - Official are sealed and sent directly to a third party.
 - Unofficial may be opened by you and duplicated for your convenience or forwarded to a third party.
- 4) Include your current mailing address (your current address appears on the transcript).
- 5) Confirm where the transcript is to be sent and to whom the transcript should be designated.
- 6) Provide the third party mailing address if applicable.

After all of the information is provided, you will receive a confirmation via email that your transcript has been mailed out. This confirmation email also serves as your bill and will include a summary of fees owed and where to remit. The fee is \$5.00 per transcript. Please pay in a timely manner! Unpaid services place a hold on your credentials and no degree validations for employers/residencies or additional transcript requests are provided until the amount is paid off in full.

Name/Maiden Name _____

Address _____

Phone Number _____

Email _____

Department Graduated from _____

Year of Graduation _____

of Transcripts requested _____

Official or Unofficial _____

Official Transcript Designated to _____

Mailing address for Official Transcript _____
