

# Point Park University: Transcript Release Form

**Notice to Institution Records Office:** This is a request for official transcripts on behalf of a former student of your institution. Information needed to process this request can be found below.

**Please return official transcript materials to:**

Point Park University  
C/O The Learning House  
32 Mount Joy Street, Suite 300  
Mount Joy, PA 17552

*Or email using a secure service to transcripts2@learninghouse.com*

**If you cannot process this request, please contact the Transcript Office at 1-800-293-7075 ext. 133**

## APPLICANTS PLEASE COMPLETE ALL INFORMATION BELOW:

### TRANSCRIPT RELEASE AUTHORIZATION

*I authorize my official transcripts to be sent to Point Park University C/O The Learning House and allow any necessary follow-up, including the release of non-directory information, to acquire official transcripts from each of the institutions listed below.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Legal Name: \_\_\_\_\_  
*First Middle Last Former Name(s)*

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

Date of Birth: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**1. Previously Attended Institution:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*City State Zip*

Dates Attended from: \_\_\_\_\_ to: \_\_\_\_\_ Program Seeking/of study: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Degree(s) Earned: \_\_\_\_\_

**2. Previously Attended Institution:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*City State Zip*

Dates Attended from: \_\_\_\_\_ to: \_\_\_\_\_ Program Seeking/of study: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Degree(s) Earned: \_\_\_\_\_

**3. Previously Attended Institution:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*City State Zip*

Dates Attended from: \_\_\_\_\_ to: \_\_\_\_\_ Program Seeking/of study: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Degree(s) Earned: \_\_\_\_\_

**APPLICANTS:** Please send your signed and completed form via fax to 800-473-2512 or email to transcripts2@learninghouse.com

*Please note:* Some institutions may require you to obtain your official transcripts directly; if this is the case, your enrollment counselor will contact you.

If you attended additional schools, please use additional copies of this form