



# Prior Learning Assessment Center (PLAC)— Prior Learning Transcript Request Form

**Important:** This form is provided to assist the student in requesting official transcripts. The student is solely responsible for requesting all college and/or university transcripts.

## ATTENTION STUDENT:

1. You, the student, are responsible for completing and mailing a copy of this Transcript Request Form to each college and/or university from which you have received prior college-level credit.
2. Include any transcript fee(s) for the corresponding college and/or university with this form.
3. Sign and date the bottom of this form.
4. Send this form to your prior school.

### Please Print Legibly

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MIDDLE INITIAL: \_\_\_\_\_  
 PREVIOUS NAME(S): \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_ (STREET)  
 \_\_\_\_\_ HOME PHONE: \_\_\_\_\_  
 (CITY) (STATE) (ZIP)  
 SOCIAL SECURITY #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

### Information of Institution Attended:

NAME OF COLLEGE OR UNIVERSITY: \_\_\_\_\_  
 \_\_\_\_\_  
 (CITY) (STATE) (ZIP)  
 DATE OF ATTENDANCE: FROM: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ TO: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ DEGREE EARNED: \_\_\_\_\_

## ATTENTION INSTITUTION:

**Please return a copy of this form with the transcript.**

I hereby request and authorize you to forward my official transcript and this form to:

**Kaplan University**  
**Attention: Prior Learning Assessment Center**  
**550 West Van Buren, 7th Floor**  
**Chicago, IL 60607**

Included is my transcript fee of \$ \_\_\_\_\_ (Most colleges charge a fee for this service. Please contact your institution for more information about fees.)

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Attention:** Transcripts will not be accepted as official by Kaplan University for any of the following reasons: 1) stamped with "student copy," "issued to student," "unofficial copy," etc.; 2) received from the student; 3) registrar signature or seal missing; 4) student name incorrect or illegible; 5) illegible transcript.