



## Transcript Release Authorization Form

**To the Prospective Student:** Trident University International will assist you in securing your official transcripts. However, it is ultimately your responsibility to make sure that your official transcripts have been received by Trident.

*Please complete and return this form to Trident University via fax: 800.536.5919 or email: [registration@tuiu.edu](mailto:registration@tuiu.edu).*

### Student Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Other Name Used: \_\_\_\_\_ SSN (optional): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

High School Name: \_\_\_\_\_ Address: \_\_\_\_\_

### Release Selection

Please check and sign one of the following.

I hereby authorize Trident University International to request and process transcript(s) from my high school/GED and all colleges and universities I have attended.

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

Signature Authorizes Release of Records

*Your official transcripts will be received and processed by the Trident Office of the Registrar.* If you do not receive notification that your official transcript has been received within 30 days, please contact [registration@tuiu.edu](mailto:registration@tuiu.edu).

I elect to obtain my official transcripts of prior academic work myself. I understand that I am responsible for the ordering of and payment for official transcripts from high school (if applicable), AARTS/SMART (for those with Military service), and all colleges and universities previously attended.

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

Signature Acknowledges Election to Obtain Official Transcripts

For each institution attended, please have an official transcript sent to:

Office of the Registrar  
Trident University International  
5757 Plaza Drive, Suite 100  
Cypress, CA 90630

#### FOR TRIDENT USE ONLY

Request Received: \_\_\_\_\_ Check Requested: \_\_\_\_\_ Request Mailed: \_\_\_\_\_ Fee Amount: \_\_\_\_\_

Other Action: \_\_\_\_\_