



Transcript Requests

To obtain a transcript of your MI enrollment please write to:

Musicians Institute
Attn: Registrar
6752 Hollywood Blvd.
Hollywood, CA 90028

Request an "Official Academic Transcript" and include the following:

1. Complete, specific address information for the recipient, including such details as department, room number, individual name, title, or any other information that will insure that it reaches the proper person.
2. List your full name (as it was when you attended), the program(s) you attended and the year you first enrolled. Transcript requests must be signed and dated or they cannot be processed.
3. Include a check or money order payable to Musicians Institute for \$10.00 USD per transcript requested.

Most transcripts will be mailed within 24 hours of receiving the complete request letter and fee. Transcripts from 1990 or earlier will take longer to allow for re-typing.

Rush requests:

1. Fax the letter, including all information listed above, to the Registrar at 323-462-6978.
2. Include a paragraph authorizing MI to charge the total amount required to your credit card (specify the total amount at \$10.00 per transcript; if you need two, the total will be \$20.00 etc.).
3. Include your credit card company name (Visa, American Express etc.), card number (including the three-digit security code), your name as it appears on the credit card, and the expiration date.

If the school will temporarily accept a faxed transcript while waiting for the hard copy to arrive by mail, please request the fax and include the fax number for the recipient.

For more information, contact the Registrar at 323-860-1115.