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**Continuing
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Division**



Aims
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College

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Aims Transcript Request

To request your official Aims transcript, please provide the following:

• Full Name _____

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• Student Number _____

• Your address _____

• Your daytime phone number _____

• Number of copies requested _____

• Address where transcript should be sent

Date _____

Signature _____

Please include all of the above information in a typed letter or memo and fax to the [Admissions and Records Office](#) at

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Transcript requests will not be processed without all of the above information