

**TRANSCRIPT AND REPLACEMENT DIPLOMA REQUEST FORM
DOUGLAS J AVEDA INSTITUTE**



Please complete the form and return it to the Student Services Coordinator, along with any payment(s). The account must have a zero balance or be in good standing in order for the document(s) to be released. Requests can take up to 30 days to process.

Type of Request:

- Unofficial transcript (___ copies).....Free Diploma reprint.....\$25.00
 Official transcript (___ copies)... \$20.00 each **Not available for graduates prior to 2021*

Student Information		
First Name	Middle Name	Last Name
<i>Is this name different from the name used while attending Douglas J Aveda Institute?</i>		
<input type="checkbox"/> No <input type="checkbox"/> Yes, Name Used: _____		
Address		
City	State	Zip Code
_____/_____/_____	_____-_____-_____	_____(____)_____
Date of Birth	Social Security Number	Telephone
Location: <input type="checkbox"/> Ann Arbor <input type="checkbox"/> East Lansing <input type="checkbox"/> Grand Rapids <input type="checkbox"/> Knoxville <input type="checkbox"/> Royal Oak		
Program: <input type="checkbox"/> Cosmetology <input type="checkbox"/> Esthiology <input type="checkbox"/> Massage Therapy <input type="checkbox"/> Instructor <input type="checkbox"/> Barber		
Year Started: _____ Year Graduated/Withdrew: _____		

- I will pick up the transcripts.
 Please release and mail the transcript(s) to:

Student's Signature

Date



Admissions: 877.311.8957
Reservations: 877-334-8657
douglasj.edu

333 Maynard St | Ann Arbor, MI 48104
 2828 N Clark St | Chicago, IL 60657
 331 E Grand River Ave | East Lansing, MI 48823
 138 Commerce Ave SW | Grand Rapids, MI 49503
 516 S Gay St | Knoxville, TN 37902
 125 W Fourth St | Royal Oak, MI 48067

