



Record Requests:

All record requests must be made in writing to the attention of the Registrar by one of the following methods:

1. Sending an email to our informational mailbox, recordrequest@pci.edu.
2. Sending a written request to the Registrar to the Pittsburgh Career Institute at 421 Seventh Avenue, Pittsburgh PA 15219.

This does not include official transcript request and/or education verifications.

Transcript Requests:

All transcript requests should be done in writing by one of the following methods:

1. By using our e-commerce website to make your purchase. All transcript orders can be made at: www.pci.edu/shop Transcripts are processed every Tuesday. Please be sure to have requests submitted by 2 P.M. on Monday for next day fulfillment.
2. Sending a written request and including a check or money order to the Pittsburgh Career Institute at 421 Seventh Avenue, Pittsburgh PA 15219.

When requesting transcripts, the following information **must** be included.

- Your full name at the time of attendance
- School, Campus and Program attended
- Last four digits of the applicant’s social security number
- Date of birth
- Name and address of where transcripts are to be sent
- Transcript fee

Transcript Fee Schedule:

Pittsburgh Career Institute, Pittsburgh, PA	\$15.00
Computer Tech, Pittsburgh, PA	\$25.00
International Academy of Design and Technology, Fairmont, WV	\$25.00
International Academy of Design and Technology, Pittsburgh, PA	\$25.00
Le Cordon Blue Institute of Culinary Arts, Pittsburgh, PA	\$25.00
Pennsylvania Institute for Culinary Arts, Pittsburgh, PA	\$25.00
Pennsylvania Culinary Institute, Pittsburgh, PA	\$25.00
Sanford-Brown Institute, Monroeville and Wilkins Township, PA	\$15.00
Sanford-Brown Institute, Pittsburgh, PA	\$15.00
Sawyer School of Business, Pittsburgh, PA	\$25.00
Western School of Health and Business Careers, Monroeville and Wilkins Township, PA	\$25.00
Western School of Health and Business Careers, Pittsburgh, PA	\$25.00

**Standard Delivery:**

All transcript requests are fulfilled weekly, and are shipped via the US Postal Service. In most cases, transcripts will be received within 2-3 weeks.

Outstanding Financial Obligations:

If you are not current on any outstanding balance, the School will not release the diploma or official transcript, and will not allow the student to participate in the graduation ceremony. However, there are two exceptions to this policy: transcripts may be released for a student to document eligibility to sit for a licensing, certification or registry exam; or if the transcript is to be released directly to a potential/current employer. In these cases, a separate fee and/or payment toward the student's outstanding account balance will be required. The student accounts department will be able to assist you, please call 412-281-2600 or email the Student Accounts Representative, Jayla Powell at: jpowell@pci.edu.

Diplomas:

At this time, we do not issue duplicate diplomas.

Enrollment Verifications:

All verifications must be submitted via the e-commerce store found at www.pci.edu/shop. Please be sure to upload a signed release from the applicant and to indicate what campus the applicant attended. Verifications are completed every Tuesday. Please be sure to have requests submitted by 2 P.M. on Monday for next day fulfillment. There is a \$10.00 fee for this service.

Additional Important Information:

For general information such as career services assistance, financial aid assistance or general inquiries, please call 412-281-2600.

Records that have been issued to Pittsburgh Career Institute, such as GED information, high school transcripts, student immunizations and/or health records, etc., cannot be released.

Please be certain to check your email junk or spam folders, especially if you have requested a transcript and have not received anything after the standard transcript request timeframe.

Please note, transcripts that are sent to the requestor are stamped as "student issued" and may not be accepted as official transcripts by some entities.

All fees are non-refundable.