





Registrar's Office  
800 Chestnut Street  
San Francisco, CA 94133  
P: 415.749.4535  
F: 415.749.4579  
registrar@sfai.edu

## More Information

A Certificate of Graduation verifies your degree and is sealed and signed by the Registrar's Office.

Certificates of graduations may be picked up or sent to you directly. Certificates take up to ten business days to process from the date of confirmed payment.

Certificates cost \$5 each. Credit card payments can be made over the phone by calling the Registrar's Office at (415) 749-4535. Requests will not be processed until confirmation of payment from the Registrar's Office. The Registrar's Office accepts credit card, check, and money order payments. Checks should be mailed to:

San Francisco Art Institute  
Attn: Registrar's Office  
800 Chestnut Street  
San Francisco, CA 94133

Please be advised that same day requests will not be promised nor guaranteed for any request.

School policy dictates that we suspend requests for transcripts, certificates, and diplomas if there is a hold on a student's account. The hold would be an outstanding obligation to a school office (Student Accounts, Library, Financial Aid, etc.). Please settle your accounts before requesting a document.

We use First-Class service by the United States Postal Service for mailing documents. You may provide your own stamped/metered/prepaid envelope for other methods of delivery such as FedEx, UPS, and DHL.

We are unable to take responsibility for receipt of the documents once mailed from our office. If you desire to have us resend the official transcript, it will require a new Transcript Request Form and appropriate payment for the new Transcript Request Form. Once payment is received, the transcript will be resent within 10 business days.