R·I·T

Rochester Institute of Technology
Office of the Registrar
Eastman Hall (EAS), Room 1202
Phone 585/475-2947
Fax 585/475-7540

Please Type or Print Legibly

Academic Transcript Request

RIT Transcript Policies:

- Release of transcripts requires the student's signature.
- Please allow 5 - 7 days for processing from the date the transcript request is received.
- Transcripts will not be issued until all outstanding debts to the Institute have been paid in full.
- RIT will not be responsible for undeliverable transcripts due to an inaccurate address.
- RIT will not duplicate transcripts from U.S. or international high schools or other universities you attended. Please contact them directly.
- There is no fee charged for processing and mailing a transcript via first-class mail. *If you request a FedEx mailing, please provide a FedEx shipping label. Go to rit.edu/registrar/fedex for instructions.*
- We do not provide electronic transcripts, or send them via fax or e-mail, as they are not considered official.

Student/Alumnus Degree Information

University ID Number ___ ___ ___ ___ ___ ___ ___ ___ ___ *(leave blank if unknown - it is not your SSN)*

Name: _____ _____ _____
Last First Middle

Prior Name: _____ **Birth Date** ___ ___/___ ___/___ ___ ___ ___
(mm/dd/yyyy)

Telephone __ __ __ - __ __ __ - __ __ __ __ **E-mail:** _____

Please check and complete all that apply

- ❑ I am a current RIT student
- ❑ I am NOT a current RIT student. The year I last attended RIT was ___ ___ ___ ___
- ❑ I graduated from RIT: Year ___ ___ ___ ___ Degree _____
- ❑ I attended prior to 1975
- ❑ I attended Eisenhower College
- ❑ I attended through Project Lead the Way

Transcript Disposition

Most universities will not accept a transcript to award transfer credit if it is hand-delivered or says "issued to student". We recommend that all such transcripts be mailed directly to the university by RIT.

Mail completed form to:
RIT Registrar's Office
27 Lomb Memorial Drive
1202 Eastman Hall
Rochester, NY
14623-5603

Fax to:
585/475-7540

Please attach and submit:
Please use the Academic Transcripts help topic at:
rit.edu/registrar/osticket

- ❑ I will **pick up** the transcript at the Registrar's Office. ❑ Official - Quantity ____ ❑ Student (unofficial) - Quantity ____
- ❑ Hold for current quarter grades.
- ❑ Hold until my degree is posted.
- ❑ Hold until a Change of Grade or Repeat is processed for:
  Quarter _____ Course Number ___ ___ ___ ___ ___ ___ ___ ___ ___

- ❑ Please ship via FedEx. Please provide us with a pre-paid FedEx shipping label.
  For instructions on how to send your transcripts via FedEx, please go to rit.edu/registrar/fedex.
  Selecting this option does not change the processing time.

  ❑ Official - Quantity ____ ❑ Student (unofficial) - Quantity ____

- ❑ Please mail (via USPS first-class mail) to the following: *(include quantity and whether official or student copies)*

Name _____ **Qty:** ❑ Official ____ ❑ Student ____

Address _____

City/State/Zip/Country _____

Name _____ **Qty:** ❑ Official ____ ❑ Student ____

Address _____

City/State/Zip/Country _____

Student/Alumnus Signature/Date

I authorize issuance of transcript as indicated on this form.
We WILL NOT process transcripts without a HAND-WRITTEN signature.

Signature: _____ **Date:** _____

Registrar's Office Use Only

Date Sent _____

By _____

REV. 4/4/2012