How to Order an Official Transcript

1. Log in to https://www.rit.edu/academicaffairs/registrar/transcripts *
2. Click on the hyperlinked “here”

3. The Transcript Request form will open in a new window
4. Fill out the form following the example on page 2.
5. In the country section, since Kosovo is not listed, select Serbia and fill out Kosova in the Province section.
6. If you want your official transcript to be delivered to RIT Kosovo, insert the following address: Germia Campus, Dr. Shpetim Robaj st. nn.** Otherwise, insert a reliable address you want the transcript to be delivered to.

*If you are using Google Chrome or Mozilla then you need to make sure that you click on “allow pop ups for this site”. Otherwise, you will not be able to access your official transcript.

**Make sure that the address or name does not contain non-standard characters such as {ë, ç}. Otherwise, you will not be able to continue to the other steps.
Address Details

Welcome to the Rochester Institute of Technology document ordering site. In order for us to process your document request you will need to provide some information about yourself. This form will only need to be filled out once, any further access will have the information stored for your convenience. Thank you.

**Note** This information will be used for the following reasons:

- To keep you informed about the status of your order; in addition, your name will be included in the messaging to the recipients of your documents.
- For current billing information.
- This information will not be sent back to the institution to update their records.

**First Name:** Maria

**Middle Name:**

**Last Name:** Fortman

**Street Address:** Geremia Campus, Dr. Shpetim Ro

**Address Line 2:**

**City:** Pristina

**State/Province:** Kosovo

**Post/Zip Code:** 10000

**Country:** Serbia

**Telephone:**

**Email Address:** mzp2451@rit.edu