



ACADEMIC RECORDS OFFICE

Official Transcript Request Form

Please complete a separate form for each address where transcript(s) will be mailed.

STUDENT INFORMATION

PAID \$ _____

Current Name _____ Maiden Name _____

Student ID or Last 4 of SSN _____ Year Attended _____ to _____

Current Address _____

City _____ State _____ Zip Code _____

Email Address _____ Phone (____) _____ - _____

Date of Birth _____ Are You Currently Enrolled? ☐ Yes ☐ No

Student Signature _____ Date _____

TRANSCRIPT INFORMATION

CHARGE PER TRANSCRIPT: \$10.00

NUMBER OF TRANSCRIPTS REQUESTED: _____

DELIVERY METHOD:

☐

Hold for Pickup-ONLY

Name of Recipient/Institution _____

Attention/Office (optional) _____

Mailing Address _____

City _____ State _____ Zip Code _____

*Name of person if someone other than you will pick it up: _____

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- Please allow the APPROPRIATE PROCESSING TIME to process your transcript(s). During peak periods, such as REGISTRATION, FINAL EXAMS, AND COMMENCEMENT, additional time will be needed.
 - Photo ID is required for student and/or designee at time of pickup.
 - Written or email permission must be provided if someone other than the student will be picking up the transcript.
 - Transcripts not picked up within thirty (30) business days will be destroyed. If destroyed, a new transcript request and payment must be submitted.
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Business Office Representative: _____ Date: _____

Visa Credit/Debit Card: _____ Cash: _____ Check: _____ Money Order: _____

Apply for a Transcript Online

Go to the Parchment by Instructure webpage, www.parchment.com, click on the “**Order & Status**” button, and then follow the instructions to complete the order.

The delivery methods available online are:

Transcript Delivery Methods	Pennsylvania Institute of Technology & Parchment Fees	Time
Hold for Pickup	\$10.00 – P.I.T.	One to three business days
Email/Electronic	\$10.00 – Parchment	Same or Next Day
Regular USPS Mail	\$12.65 – Parchment	One to three business days
USPS International	\$16.00 – Parchment	Three to five business days
FedEx Domestic Overnight	\$45.00 – Parchment (\$10 transcript fee + \$35 Domestic Overnight fee)	Three to five business days
FedEx International	\$75.00 – Parchment (\$10 transcript fee + \$65 International fee)	Three to five business days