

TRANSCRIPT REQUEST GUIDELINES

Students and alumni may request a transcript of their grades from the Academic Records Office. There is no charge for the first two transcripts, additional transcripts are \$5.00 each. Please contact Ms. Kerri Edwards, 610-892-1596 or Ms. Danielle Frankenfield, 610-892-1518, email address AR@pit.edu, at the Business Office for payment. Thank you.

Official and unofficial transcripts can be requested by

- **Sending a letter to Pennsylvania Institute of Technology
Academic Records Office
800 Manchester Avenue
Media, PA 19063**
- **E-mail a request to (ARO@PIT.edu). Please make sure you scan your signature onto your message.**
- **Stop by the Records Office and fill out a transcript request form.**
- **Fax a request to fax number 610-892-1522**
- **A request form is attached on the next page for your convenience.**

Requests should include the following information:

Name, home address, contact telephone number, approximate dates of attendance, last 4 digits of social security number, the address to which the transcript is to be sent and the signature of the student. If you changed your address since you last attended the college, please update your contact information.

Please note that only an unofficial transcript can be released to a student. An official transcript can be either faxed, emailed or sent via US mail to another school or employer. A minimum of three days is required to process transcripts.

IMPORTANT: Remember to sign your request, your signature is required to release the transcript.

If you have any questions, please call 610-892-1525.

PENNSYLVANIA INSTITUTE OF TECHNOLOGY

TRANSCRIPT REQUEST

Name _____ Social Security # _____

Address _____

Telephone _____ Email _____

Signature _____ Date _____

Mail to:
