

Academic Transcript Request

Please Type
or
Print Legibly

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.

- 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 _____

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

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 _____