Need a transcript? For quickest service, do-it-yourself in SIS. Transcripts requested today are mailed tomorrow.

Go to sis.rit.edu. Select Student Info System. In the other academic drop down box, select Transcript:Request Official.

**Academics**

<table>
<thead>
<tr>
<th>My Class Schedule</th>
<th>Shopping Cart</th>
<th>My Planner</th>
</tr>
</thead>
<tbody>
<tr>
<td>other academic...</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Ordering a Transcript On-line**

1. In SIS, under other academic, select Transcript: Request Official.
2. Select whether you want to send the transcript immediately, or if we are to wait for all grades to be posted (end of term), or until your degree is posted.
3. Select the quantity of transcripts you would like sent to a specific address.
4. Check Send To My Address or select Edit Address to pull up the formatting for the mailing address. Enter the address.
5. The transcript will be mailed to the address you type. Be sure to spell carefully and provide accurate information.
6. Select SUBMIT.

**Helpful Hints:**

What you type is exactly the way the address will print. Use proper capitalization. Include the complete mailing address (recipient’s name, address, city, state, country, zip code/postal code).

Incomplete address information will delay your request.

Do not enter e-mail addresses!

We do not e-mail transcripts.

If you no longer have access to SIS, please go to rit.edu/registrar/forms and select the Transcript Request form. Complete, hand-sign and return per the instructions on the form.

If you need assistance, please call 585/475-2821.