

### RIT Transcript Policies:

- There is no fee charged for transcripts.
- Please allow 5 - 7 business days for processing from the date the transcript request is received.
- Transcripts will not be issued until all outstanding debts to the University have been paid in full.
- We do not provide electronic transcripts, or send them via fax or e-mail.

### Student/Alumnus Information

Please Type

Please check and complete all that apply

I am a current RIT student.

*(Unless you are picking up transcripts at the Registrar's Office, you must complete this request via SIS). Instructions attached.*

I am NOT a current RIT student.

I attended through Project Lead the Way.

University ID Number \_\_\_\_\_ *(leave blank if unknown - it is not your SSN)*

Name \_\_\_\_\_  
Last First Middle

Prior Name \_\_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
*(mm/dd/yyyy)*

### Contact Phone and E-mail Information

Day (8:30 am - 5 pm) \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_ Cell \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_ E-mail \_\_\_\_\_

I authorize issuance of transcript as indicated on this form.

*No electronic signatures. We WILL NOT process transcripts without a HAND-WRITTEN signature.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Transcript Disposition

Mail completed form to:  
RIT Registrar's Office  
27 Lomb Memorial Drive  
1202 Eastman Hall  
Rochester, NY  
14623-5603

Please attach  
and email to:  
[registrar@rit.edu](mailto:registrar@rit.edu)

I will pick up the transcript at the Registrar's Office.

*As a convenience, two (2) transcripts can be processed while-you-wait during regular business hours. Students may only request their own transcripts. NO EXCEPTIONS.*

Quantity: \_\_\_\_\_

Please mail (via USPS first-class mail) to the following:

Name \_\_\_\_\_ Quantity: \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip/Country \_\_\_\_\_

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Name \_\_\_\_\_ Quantity: \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip/Country \_\_\_\_\_

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](http://rit.edu/registrar/fedex). *(Selecting this option does not change the processing time.)*

### Registrar's Office Use Only

REG - Academic Transcript  
Request form

Date Received \_\_\_\_\_ Date Processed \_\_\_\_\_ Processed by \_\_\_\_\_

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

Go to [sis.rit.edu](http://sis.rit.edu). Select **Student Info System**. In the *other academic* drop down box, select **Transcript:Request Official**.

student center   general info   admissions   transfer credit   academics   finances



### Alexis's Student Center

Academics

My Class Schedule  
Shopping Cart  
My Planner

Class Schedule  
Course History  
Enrollment Verification  
Enrollment: Add  
Enrollment: Drop  
Enrollment: Edit  
Enrollment: Swap  
Exam Schedule  
Grades  
**Transcript: Request Official**  
Transcript: View Unofficial

SEARCH FOR CLASSES

Deadlines   URL

This Week's Schedule

| Class        | Schedule |
|--------------|----------|
| 0-CV1<br>(2) |          |
| 0-CV2<br>(3) |          |
| 0-CV3<br>(4) |          |

Holdings: No Holds.

### 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 (Immediate Processing), or if we should wait for all grades to be posted at the end of a current term (Grade Posting), or until your degree is posted (Degree Confer Date).
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**.

### Request Official Transcript

Select Institution: Rochester Institute of Tech.

#### Information For Students

#### Select Processing Options

If you choose to have your request held for grade posting or degree conferral, it will not be processed until the date shown.

Select Option: Immediate Processing

Quantity: 1

#### Enter Recipient Address Information

Send To My Address

Send To: \_\_\_\_\_

Country: United States

Address: \_\_\_\_\_ [Edit Address](#)

**\*\*Incomplete address information will delay your request.\*\***

SUBMIT   CLEAR

### 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](http://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.