

## How to Order an Official Transcript without an RIT Account

1. Log in to <https://www.rit.edu/academicaffairs/registrar/transcripts>
2. Click on the hyperlinked “here”

**Office of the Registrar**    Current Students    Former Students    Future Students    Faculty/Staff

RIT Home » Academic Affairs » Office of the Registrar » Former Students » Academic Transcripts

**CALENDARS**  
[Institute Calendar](#)  
[Certification Calendar 2017-2018](#)

**QUICK LINKS**  
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**RIT LINKS**  
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**Academic Transcripts**

RIT maintains a single academic transcript reflecting all courses taken at RIT. The transcript is the University’s certified statement of your academic record. All transcripts are provided on security sensitive paper (or secure PDF) that contains the RIT seal and the signature of the Registrar. All requests for transcripts must go through the Parchment Services using the appropriate link below. Requests made by paper, email, phone, or other methods outside of Parchment Services will not be processed.

**Ordering Transcripts:**

- Do you have an active RIT account? If so, click [here](#) to log in with your RIT account
- If your RIT account has expired or you never had one, click [here](#) to create a transcript ordering account.
- Questions regarding creating an account should be directed to [Registrar@rit.edu](mailto:Registrar@rit.edu).

**Electronic Transcripts:**

You may order an official, certified PDF of your transcript secured by a digital certificate, which is displayed at the top of the transcript along with a blue ribbon. This is the fastest, most secure and environmentally friendly method to request your transcript.

- Processing time: ~30 minutes (*students who attended prior to 2000: 5-7 business days*)
- Electronic transcripts can be sent to any valid email address (employers, other schools, yourself, etc.) or through the Parchment exchange network.

**CONTACT US**  
 Phone: (585) 475-2821  
 Email: [Ask the Registrar](mailto:Ask the Registrar)  
 Fax: (585) 475-7005

**LOCATION**  
 Eastman Hall (Building 1)  
 First Floor

**OFFICE HOURS**  
 Monday - Friday  
 8:30 am - 4:30 pm

**MAILING ADDRESS**  
 Rochester Institute of Technology  
 Office of the Registrar  
 George Eastman Building  
 27 Lomb Memorial Drive  
 Rochester, NY 14623-5603

3. The Transcript Request form will open in a new window
4. Click the **Create Account** button

**1. Login or Register**    2. Select Documents    3. Order Details    4. Provide Consent    5. Payment    6. Review Order

**New User**

To request a transcript you must login or register by creating a new account. If you have already registered, please enter your **Email** and **Password** to the left and click **Sign In**.

If you have a current RIT account and are able to login to SIS, please click [here](#)(link to be added) to login with your RIT account.

If this is your first time using the online order system, please click **Create Account** and enter the required information. Once your account is created you will be able to request transcripts online and track the status of your orders.

[Create Account](#)

**Returning Users**

In order to continue, please login to your account.

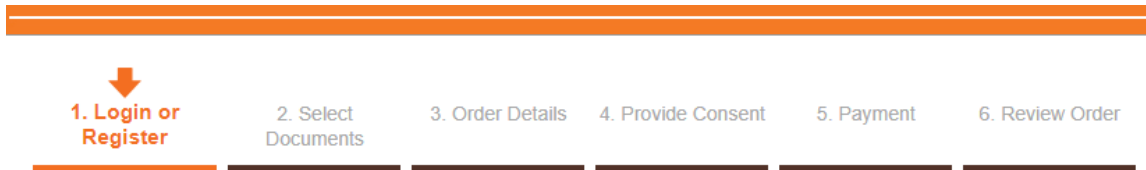
Email Address:

Password:

[Forgot your password?](#)

[Sign In](#)

5. Fill out the form as the example below.



NOTE: If you have already created an account, please [login](#).

Information

Please complete the following information to authenticate your identity.

Account creation is only available for students, former students, and RIT alumni. If you are unable to create an account but fall into one of these categories, please contact the Office of the Registrar at registrar@rit.edu

Address Details

First Name:	<input type="text" value="Maria"/>	*
Middle Name:	<input type="text"/>	
Last Name:	<input type="text" value="Portman"/>	*
Street Address:	<input type="text"/>	*
Address Line 2:	<input type="text"/>	
City:	<input type="text" value="Prishtina"/>	*(Military Addresses: enter APO, DPO, or FPO)
State/Province:	<input type="text" value="Type in a choice..."/>	* <input type="text" value="Kosovo"/> <input applicable"="" if="" none\"="" not="" type="text" value="Enter \"/>
Post/Zip Code:	<input type="text" value="10000"/>	*
Country:	<input type="text" value="Serbia"/>	*
Telephone:	<input type="text"/>	*(eg. 555-555-5555)

6. In the street address add your home address.\*

Authentication Details

Date of Birth:	Sep	02	1989	*
Year Graduated or Year Last Attended:	2011	*		
Degree Received or Degree Sought:	Bachelor of Science	*		
Name While Attending:				
Title:				
First Name:	Maria	*		
Middle Name:				
Last Name:	Portman	*		
Suffix:				
Dates Attended:	2007	to	2011	*
Last 4 SSN:	9999	*	(eg. 1234)	
Student ID:	123001234	Student ID		

\*Make sure that the address or name does not contain non-standard characters such as {ë, ç}. Otherwise, you will not be able to continue to the other steps.

\*\*Last 4 SSN should always be filled with 9999

\*\*\* Student ID is not mandatory, but if you know it plugging it in shortens the process

7. Fill out the personal email address, a password, the capcha and click submit.

Login Details

Email Address:  
 \*

Confirm Email:  
 \*

Password:  
 \*


Confirm Password:  
 \*

For security, your password must be at least **8** characters in length and contain at least **3** of the following:

- An uppercase letter (A-Z)
- A lowercase letter (a-z)
- A number (0-9)
- A punctuation character

Type the characters as they appear below. If you cannot read them, click the blue refresh icon located below for a new set of characters. Refresh as many times as necessary.


**V1 SHUTDOWN ON 2018-03-31**  
Direct site owners to [g.co/recaptcha/upgrade](https://g.co/recaptcha/upgrade)



[Privacy & Terms](#)

8. When the new page opens insert an institution of click [Send to Yourself, Another Individual, or Third Party](#).

1. Login or Register

  
**2. Select Documents**

3. Order Details

4. Provide Consent

5. Payment

6. Review Order

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Where would you like your document(s) sent?

**NOTE: DO NOT enter RIT if intending to pick-up or send to yourself.**  
 Instead, click "Send to Yourself" below and choose mail, electronic, or pick-up.




Start by searching for your destination:  
 Institution Name, Acronym, Location, or Email

Or [Send to Yourself, Another Individual, or Third Party](#)

9. Select either eTranscript or Paper Transcript Mailed (unless you plan to Pickup at RIT Main).

1. Login or Register
- ↓  
2. Select Documents
3. Order Details
4. Provide Consent
5. Payment
6. Review Order

Select Product Type

	<p><b>eTranscript</b></p> <p>Order an official, certified PDF of your transcript. Orders are generally processed in approximately 30 minutes. This is the fastest, most secure, and environmentally friendly method to request your...</p>	<b>\$3.25</b>
	<p><b>Paper Transcript - Mailed</b></p> <p>Order an official paper copy of your transcript to be mailed to yourself or another recipient. Orders are generally processed within 2-4 business days. NOTE: Transcripts will not be processed for...</p>	<b>\$4.00</b>
	<p><b>Paper Transcript - Pickup</b></p> <p>Order an official paper copy of your transcript to be picked up at the Office of the Registrar at the Henrietta campus. Orders are generally processed within 2-4 business days. NOTES: Please enter...</p>	<b>\$4.00</b>

10. a. When ordering an eTranscript insert the name and email of the recipient.

Product Description

Order an official, certified PDF of your transcript. Orders are generally processed in approximately 30 minutes. This is the fastest, most secure, and environmentally friendly method to request your transcript.

Please confirm with the recipients that they will be able to receive an electronic copy of your transcript. Also, to avoid potential problems with spam filters, please instruct recipients to allow emails from Parchment (noreplyint@parchment.com).

NOTE:

- Transcripts will not be processed for those with preventative holds on their student record.

Order Options

Delivery Mode	<input type="button" value="Electronic"/>
Recipient Name*	<input type="text"/>
	* Required
Email Address*	<input type="text"/>
	Enter the recipient's email address for delivery
Attachment (Optional)	<input type="button" value="Choose File"/> No file chosen Upload supporting document
Purpose for Transcript (Optional)	<input type="text" value="--"/>

**Note:** Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want them to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please verify that the recipient can receive email from Parchment (parchment.com).

10. b. When ordering a Paper Transcript – Mailed, if you want your official transcript to be delivered to RIT Kosovo, insert the following address: Gërma Campus, Dr. Shpëtim Robaj st. nr.\*\* Otherwise, insert a reliable address you want the transcript to be delivered to.

**NOTE:**

- Transcripts will not be processed for those with preventative holds on their student record.

**Address**

Mailing Name: \*   
*(Institution, Building, Person, etc.)*

Mailing Country: \*

Mailing Address 1: \*   
*(Extra information use Mailing Address 2 and 3)*

Mailing Address 2:

Mailing Address 3:

Mailing City: \*   
*\*(Military Addresses: enter APO, DPO, or FPO)*

Mailing State: \*

Mailing Postal Code: \*

**Order Options**

Mailing Method

Attachment (Optional)  No file chosen  
Upload supporting document

Purpose for Transcript (Optional)

Quantity:  \* (Max: 10)

11. Choose order option USPS – International and insert the quantity of transcripts that you need.
12. Click continue.
13. Click Check Out
14. Read the “Consent form to release academic records,” tick I Accept, click Next
15. Confirm your billing information
16. Insert your payment and billing information and confirm your purchase

\*If you are using Google Chrome or Mozilla then you need to make sure that you click on “allow pop ups for this site”. Otherwise, you will not be able to access your official transcript.

\*\*Make sure that the address or name does not contain non-standard characters such as {ë, ç}. Otherwise, you will not be able to continue to the other steps.