

How to Order an Official Transcript

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
ID Cards
Enrollment Verifications
Forms – Non-Restricted
Course Catalogs
Staff Directory

RIT LINKS
Academic Policies and Procedures
Admissions
Financial Aid & Scholarships
Information & Technology Services (ITS)
Student Financial Services (SFS)

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.

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)

CONTACT US
Phone: (585) 475-2821
Email: [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. Fill out the form following the example on page 2.
5. In the country section, since Kosovo is not listed, select Serbia and fill out Kosova in the Province section.
6. If you want your official transcript to be delivered to RIT Kosovo, insert the following address: Gërma Campus, Dr. Shpëtim Robaj st. nn.** Otherwise, fill in a reliable address you want the transcript to be delivered to.

*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.

1. Login or Register

2. Select Documents

3. Order Details

4. Provide Consent

5. Payment

6. Review Order

Address Details

Welcome to the Rochester Institute of Technology document ordering site. In order for us to process your document request you will need to provide some information about yourself. This form will only need to be filled out once, any further access will have the information stored for your convenience. Thank you.

Note This information will be used for the following reasons:

- To keep you informed about the status of your order. In addition, your name will be included in the messaging to the recipients of your documents.
- For current billing information
- This information will **not** be sent back to the institution to update their records.

First Name:	<input type="text" value="Maria"/>	*
Middle Name:	<input type="text"/>	
Last Name:	<input type="text" value="Portman"/>	*
Street Address:	<input type="text" value="Gërma Campus, Dr. Shpëtim Ro"/>	*
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="Kosovo"/>	*
Post/Zip Code:	<input type="text" value="10000"/>	*
Country:	<input type="text" value="Serbia"/>	*
Telephone:	<input type="text"/>	*
Email Address:	<input type="text" value="mxp2451@rit.edu"/>	*