

Note to the student:

This form is provided as a service to our students to aid them in obtaining transcripts from other institutions (e.g., high schools, colleges, universities, etc.). Complete this form and mail it with any necessary fee to the institution from which you are requesting a transcript. **Do not send this form to Indiana Tech.** Most institutions have a nominal fee for this service, and you should call the institution prior to sending them this request. Please photocopy this form as necessary.

We also accept official electronic transcripts. The e-transcript must be certified as official, and sent directly from the issuing institution. Official e-transcripts should sent too: Registrar@IndianaTech.edu.

Personal Information (to be completed by the student)

Name: _____
Last First Middle Maiden

Home address: _____
Street

_____ City State Zip

Home phone: _____ Business phone: _____

Date of birth: _____ Place of birth: _____

Social Security #: _____ Date of graduation or last attendance: _____

To the Registrar:

Please forward a copy of my academic transcript to the following institution:

**Indiana Tech
Office of the Registrar
1600 E. Washington Blvd.
Fort Wayne, IN 46803**

Official e-transcripts should sent too: Registrar@IndianaTech.edu.

Enclosed with this form, you will find the necessary transcript fee. Thank you.

Student signature (required)

Date