

# Transcript Request Form

*Note to the student:*

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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.

*Personal Information (to be completed by the student):*

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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  
Registrar's Office  
1600 E. Washington Blvd.  
Fort Wayne, IN 46803**

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

\_\_\_\_\_  
Student signature (required)

\_\_\_\_\_  
Date