

# *Princeton Information Technology Center*

## *Request for Transcript*

Your full name (name used while you were a student): \_\_\_\_\_

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

Last four digits of your social security number: \_\_\_\_\_

Dates of attendance: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Your current address, telephone number and email address:

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Please check the type of transcript you are requesting:

- Official transcript to be mailed by PITC to another college, employer, etc. List addresses below.
- Official transcript in a sealed envelope to be sent to you at the above address; indicate here how many sealed transcripts you are requesting.
- Transcript for your own use.

Please complete the names and addresses where you need to have your transcript mailed (provide full name and mailing address):

- 1.
- 2.
- 3.

Each transcript costs \$10.00 by regular mail to be sent to you in five days after the receipt of the request.

Number of transcripts ordered: \_\_\_\_\_

Please follow the following steps to request for a transcript:

1. Please download the request for transcript form.
2. Print and completely fill out the form, with your signature and date.
3. Scan or take a picture of the signed transcript request.
4. Send an email to [transcript@pitc.edu](mailto:transcript@pitc.edu) and attach the form. Do not handover the form to anyone.
5. Your transcript will be mailed to you. For any questions, please send an email to [transcript@pitc.edu](mailto:transcript@pitc.edu).
6. You are required to pay by credit or debit card at [www.pitc.edu](http://www.pitc.edu) and attached the payment to the transcript request email.

Please note the following:

- Transcripts will not be issued until payment is received or if you have an outstanding financial obligation with PITC.
- PITC does not issue or reissue your high school or other college transcripts. You must contact your high school or other college directly for this information.
- Credits earned at PITC are accepted by other schools for transfer at the sole discretion of the accepting institution.

Signature of the Student:

Date: