

# TRANSCRIPT REQUEST

PLEASE PRINT STUDENT NAME & ADDRESS



Name \_\_\_\_\_  
Last First M.I.

Former Names \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Student ID or SSN \_\_\_\_\_

Send to: (Print name and Address or Fax number)

I authorize Oregon Institute of Technology to release a copy of my transcript to the above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

No charge for transcripts unless it is an overnight request.

Number of Copies: \_\_\_\_\_

### Delivery Options:

- Send Standard Mail (Free)
- Overnight (\$35 Fee)
- Pick Up (Free)
- Fax (Unofficial copy)

### Send:

- After current term grades
- After recording of degree
- Now

### Check Appropriate Box:

- Currently Enrolled as an OIT student
- Not Currently Enrolled  
Last Attended:  
Term \_\_\_\_\_ Year \_\_\_\_\_

### Send Request to:

Registrar's Office  
Snell Hall  
3201 Campus Drive  
Klamath Falls, OR 97601  
Fax : 541.885.1274  
Phone: 541.885.1305  
registrar@oit.edu

### POLICY GOVERNING ISSUE OF TRANSCRIPTS

1. Please allow 2 business days for processing.
2. Transcripts are not issued until all outstanding accounts with the university are paid.
3. OIT transcripts will be issued. Copies of high school records or other college transcripts are not included. They must be ordered from the original institution.
4. Please call the Registrar's office for an overnight transcript @ 541.885.1305. A request and payment of \$35.00 must be received by 11 a.m. in order for the transcript to be sent out the same day. We cannot overnight transcripts to a P.O. Box. Payment must be made through CashNet at [www.oit.edu/cashiers](http://www.oit.edu/cashiers).