



Transcript Request

Please print student name and address

For Office Use Only	
Process Date	_____
Initials	_____
Holds:	_____

Name: _____
Last First M.I.

Former Name(s): _____

Date of Birth: _____

Address: _____

City, State, Zip: _____

Phone: _____

Student ID or last 4 of 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: _____

Number of Copies: _____

Last Attended Year: _____

Delivery Options:

- Standard Mail*
(Transcript for Life only)
- Overnight (\$35 fee)
- Fax (Unofficial copy)

All other transcripts must be requested through [Parchment](#)

*If you previously paid the Transcript for Life fee you can utilize your free transcripts by submitting this form and it will be processed via Standard Mail or Pickup.

Send Transcript:

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

Send transcript request form to:

Registrar's Office
3201 Campus Dr
Klamath Falls, OR 97601
Fax: 541.885.1274
Phone: 541.885.1300
registrar@oit.edu

POLICY GOVERNING ISSUE OF TRANSCRIPTS

- Please allow 2 business days for processing.
- Transcripts are not issued until ALL outstanding accounts with the university have been paid.
- Only Oregon Tech transcripts will be issued. Copies of high school records, or other college transcripts are not included. Please order other transcripts from the original institution.
- Please call the Registrar's Office for an overnight transcript at (541) 885.1300. Request and payment of \$35 must be received by 11am in order for the transcript to be sent the same day. **We cannot overnight transcripts to a P.O. Box.** Payment must be made through CASHNet at www.oit.edu/cashiers.