

Transcript Request Form

Procedures:

1. **Official transcripts** are packaged in a **sealed security envelope**.
2. *Official copies **issued to students** require identification of each recipient. **Complete second page of this form.**
3. **Unofficial** copies can be issued to a student on **plain copy paper** upon request.
4. No documents will be issued if there is any type of financial or administrative hold on your account.
5. Please allow **two business days** for official transcript processing. **No fee for transcripts.**
6. All transcripts will be sent US Postal Service First Class Mail. (regular mail)

* Please note: **If the seal is broken, the transcript is no longer deemed official.**

STUDENT INFORMATION:

| | | |
|-------------------|---------------|-----------|
| _____ | _____ | _____ |
| First Name | Middle Name | Last Name |
| _____ | | _____ |
| Student ID Number | Email Address | |

Currently Enrolled? YES NO Dates of Attendance _____

- Hold until current semester's grades are posted in official grading system.
- Please issue official copy(s) to me. **You must indicate each recipient on next page.**
- Please mail the transcript. **(Complete Section Below)**

| | |
|--------------------------------|-------|
| _____ | _____ |
| Student's Signature - required | Date |

MAIL TRANSCRIPT TO:

| | | |
|---------|-------|-------|
| _____ | | |
| Title | | |
| _____ | | |
| Name | | |
| _____ | | |
| Address | | |
| _____ | | |
| _____ | _____ | _____ |
| City | State | Zip |

**OFFICIAL TRANSCRIPTS ISSUED TO STUDENTS. *You cannot list *your* own name as recipient.
Recipient must be (school, employer, agency, etc.)**

RECEIPIENT #1 _____

RECEIPIENT #2 _____

RECEIPIENT #3 _____

___ I wish to pick up the copy(s) in person.

___ Please mail copy(s) to the below address:

Name: _____

Address: _____

City: _____

State: _____

Zip code: _____

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