

Princeton Information Technology Center

Request for Transcript

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

Your signature: _____ Date: _____

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.

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

1. _____ 2. _____

(Attach additional sheet as necessary)

Each transcript costs \$7.00. You can pay by cash, money order or credit card (Visa or MasterCard):

Number of transcripts _____ X \$7.00 = _____ total due to PITC

Please send Money Order payable to PITC. If paying by credit card, we need the following information:

Type of credit card: __ Visa __ MasterCard __ Other: _____

Credit card number: _____ Expiration date: _____ Cardholder's name

as it appears on the card and complete billing address: _____

Cardholder's signature: _____

Please mail this request form and your payment to:

PITC
140 South Easton Rd., Glenside, PA 19038

Or, for requests paid with credit cards only, you can fax your request to (215) 576-5652.

Please note the following:

- Upon receipt of request, transcripts will be issued and mailed within 5 business days, unless otherwise requested (expedited 2-day delivery cost is extra \$20, in addition to the above fee).
- 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.