

# Pennsylvania College of Technology

# Transcript Request

**Penn State (PSU) students:**  
This form is only for current students and alumni of Penn College and its predecessors in Williamsport, PA.

**Submit this form in person or by mail or fax to:** Registrar's Office - DIF 114  
Student & Administrative Services Center, Room 1020  
Pennsylvania College of Technology  
One College Avenue • Williamsport, PA 17701-5799  
Fax: 570.321.5536

Penn College ID or Social Security number\* \_\_\_\_\_

\*The Registrar's Office requires your Penn College ID or Social Security number for the purpose of verifying your identity with official educational records. If you do not provide your Penn College ID or Social Security number, the College cannot guarantee the authenticity of your transcript. The College will not disclose Social Security numbers to anyone outside of the College without an individual's consent except as mandated by law.

Student's name \_\_\_\_\_ Date requested \_\_\_\_\_

Current address \_\_\_\_\_  
*Street / Box number / Apartment*  
\_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *ZIP code*

Phone number ( ) \_\_\_\_\_ E-mail address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Dates Attended \_\_\_\_\_

Name while attending, if different than above \_\_\_\_\_

### PLEASE READ CAREFULLY

- Official transcripts will NOT be faxed to any recipients.
- Transcripts will NOT be e-mailed.
- Transcripts will NOT be issued if there is a hold on the student's grades.
- Request are processed daily; however, during peak periods it may take 48-72 hours to process your request.

### Which type of transcript do you need?

- Unofficial
- Official (*Official transcripts cannot be faxed*)

### When would you like your transcript processed?

- Now
- Hold for final grades (*Select only at end of semester*)

### How many transcripts would you like? \_\_\_\_\_

If you are requesting that transcripts be sent to more than one address/fax, please complete a separate Transcript Request form for each address/fax.

### Select one or more delivery options:

- Pick up, Registrar's Office, Student & Administrative Services Center, Room 1020
- Faxed to: ( ) \_\_\_\_\_ (*Official transcripts cannot be faxed*)
- Mailed to:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *ZIP code*

Student signature authorizing the issuance of the transcript \_\_\_\_\_

DO NOT PRINT