



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

Social Security number* _____

*The Registrar's Office requires your Social Security number for the purpose of verifying your identity with official educational records. If you do not provide your 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 () _____ Email 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 emailed.
- 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*)

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