



# TECHNICAL COLLEGE TRANSCRIPT FORM

Official Transcripts will be:

- Picked up by me
- Picked up by designated person (ID required)
- Mail via US Mail

Unofficial Transcripts will be:

- E-mailed to me (will need to provide address in Unofficial Transcript section)
- Faxed to recipient (will need to provide fax # in Unofficial Transcript section)

Number of Transcript(s) to be sent

**Please Print Clearly**

**All Blanks Must Be Completed**

*Student Name (Last, First Middle) <input style="width: 90%;" type="text"/>		*Social Security # (last 4 digits) XXX-XX - <input style="width: 20%;" type="text"/>
*Street Address <input style="width: 90%;" type="text"/>		*Phone Number <input style="width: 20%;" type="text"/>
*City <input style="width: 20%;" type="text"/>	*State <input style="width: 10%;" type="text"/>	*Zip Code <input style="width: 10%;" type="text"/> E-mail <input style="width: 50%;" type="text"/>

Program of Study <input style="width: 80%;" type="text"/>	Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Attended <b>FROM</b> <input style="width: 40%;" type="text"/>	Date Attended <b>TO</b> <input style="width: 40%;" type="text"/>

(If unknown, use approximate dates)

**ITI provides TWO FREE transcripts per day. For same day additional transcripts, \$5.00 will be charged. Effective August 2017.**

We accept **only** Discover, Mastercard and Visa



Credit Card Number <input style="width: 30%;" type="text"/>	Expiration Date (MM/YY) <input style="width: 20%;" type="text"/>	3 Digit Code (from back of card) <input style="width: 10%;" type="text"/>
Total number of Transcripts requested? <input style="width: 10%;" type="text"/>	Amount Paid <input style="width: 10%;" type="text"/>	<b>Cardholder's Signature</b> <input style="width: 70%;" type="text"/>

**Unofficial Transcript Section**

Recipient's Fax <input style="width: 40%;" type="text"/>	Recipient's E-mail <input style="width: 50%;" type="text"/>
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**Official Transcript Section**

Picked Up

Person designated to pick up transcript (ID required) <input style="width: 90%;" type="text"/>
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Mail Transcript To:

Name/School/Organization <input style="width: 90%;" type="text"/>
*Street Address <input style="width: 90%;" type="text"/>
*City <input style="width: 20%;" type="text"/> *State <input style="width: 10%;" type="text"/> *Zip Code <input style="width: 10%;" type="text"/>

For Additional Addresses, use page 2

\_\_\_\_\_  
**\*Signature of Student**

\_\_\_\_\_  
**\*Date**

\*Required Fields

**Allow 48 Business Hours Process Time**

Please Mail, Fax, or E-mail Transcript Request To:

Transcript Request  
 13944 Airline Highway  
 Baton Rouge, LA 70817  
 Phone: (225) 752-4233  
 Fax: (225) 756-0903  
 E-mail: reception@iticollege.edu

**Transcripts are disseminated as long as all financial obligations have been met. The school does not release transcripts on any previously enrolled student who has not met their financial obligations to the school as determined by the Accounting Department.**

TRANSCRIPT REQUEST FORM (continued)

Student Name	<input type="text"/>	SSN #	<input type="text"/>
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(Last Name, First Name Middle Initial)

ADDITIONAL COPIES ...

Mail Transcript To:

Name/School/Organization			<input type="text"/>
*Street Address			<input type="text"/>
*City	<input type="text"/>	*State	<input type="text"/>
		*Zip Code	<input type="text"/>

Mail Transcript To:

Name/School/Organization			<input type="text"/>
*Street Address			<input type="text"/>
*City	<input type="text"/>	*State	<input type="text"/>
		*Zip Code	<input type="text"/>

Mail Transcript To:

Name/School/Organization			<input type="text"/>
*Street Address			<input type="text"/>
*City	<input type="text"/>	*State	<input type="text"/>
		*Zip Code	<input type="text"/>

Mail Transcript To:

Name/School/Organization			<input type="text"/>
*Street Address			<input type="text"/>
*City	<input type="text"/>	*State	<input type="text"/>
		*Zip Code	<input type="text"/>

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Name/School/Organization			<input type="text"/>
*Street Address			<input type="text"/>
*City	<input type="text"/>	*State	<input type="text"/>
		*Zip Code	<input type="text"/>