



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)		*Social Security # (last 4 digits) XXX-XX -	
*Street Address		*Phone Number	
*City	*State	*Zip Code	E-mail

Program of Study	Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Attended FROM	Date Attended TO

(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.

For payments call, 225-752-4233

Unofficial Transcript Section

Recipient's Fax	Recipient's E-mail
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Official Transcript Section

Picked Up

Person designated to pick up transcript (ID required)

Mail Transcript To:

Name/School/Organization			
*Street Address			
*City	*State	*Zip Code	

For Additional Addresses, attach additional page.

*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.