

OFFICIAL TRANSCRIPT REQUEST



GENERAL INFORMATION

Please mail, fax, or email (as an attachment) the completed form to Enrollment Services. Official Transcripts from the Detroit Institute of Technology (DIT) are available using the DIT Transcript Request form available at ltu.edu. Official transcripts will not be released unless all financial obligations from prior terms have been settled. **Incomplete forms will delay processing.**

Student Information

Name _____ Phone Number (____) _____

Former Name (If Applicable) _____

Current Street Address _____ Apt _____

City _____ State _____ ZIP _____

Student I.D # _____ Social Security # _____ - _____ - _____ Date of Birth ____/____/____

Dates Enrolled _____ Degree Received: _____

Delivery Method (Please check all boxes that apply to your request.)

- I would like to pick up this transcript at the One Stop Center. Number of Copies: _____
 Process within 2 business days Send after degree is posted Hold for current term grades
Note: Transcripts are only held for 2 weeks.
- Please mail this transcript to my current address as indicated above. Number of Copies: _____
 Process within 2 business days Send after degree is posted Hold for current term grades
- Please mail this transcript to the address(s) indicated in the boxes below.

Company _____ Name _____ Address _____ Address _____ City _____ State _____ Zip _____	Number of Copies: _____ <input type="checkbox"/> Process within 2 business days <input type="checkbox"/> Send after degree is posted <input type="checkbox"/> Hold for current term grades
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Company _____ Name _____ Address _____ Address _____ City _____ State _____ Zip _____	Number of Copies: _____ <input type="checkbox"/> Process within 2 business days <input type="checkbox"/> Send after degree is posted <input type="checkbox"/> Hold for current term grades
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Official transcripts sent or given to students are marked **“ISSUED TO STUDENT”**. There is *no* charge for official transcripts processed within two business days. Official transcripts are available *immediately* for a nominal fee.

Student Signature _____ Date _____

OFFICE OF ENROLLMENT SERVICES USE

RECEIVED: _____ PROCESSED BY: _____ RELEASED DATE: _____