THE DETROIT INSTITUTE OF TECHNOLOGY

Office of the Registrar-Lawrence Technological University
Official Transcript Request Form

GENERAL INFORMATION:

Lawrence Technological University was issued custody of the records for Detroit Institute of Technology. All records requests should be directed to Lawrence Technological University. Please mail or fax completed forms and fee ($5 per transcript) to the Office of the Registrar. Transcripts are available within 5 business days from the date received.

STUDENT INFORMATION:

NAME_____
First Middle Last Name while attending DIT

Student ID Number _____ Date of Birth _____

Dates of Attendance _____ Home Phone _____

Home Address _____

_____

TRANSCRIPT MAILING INFORMATION:

❒Mail to address as indicated: _____

_____

❒Mail to home address ❒Hold for pick up

AUTHORIZATION AND PAYMENT INFORMATION

I hereby authorize the release of my transcript.

❑Check enclosed

❑Please charge my credit card as indicated below:

❑Visa ❑Mastercard ❑Discover _____
Credit Card Number Exp. Date

Amount authorized to charge to credit card: $_____

_____
Student Signature (authorizes release of transcript and charge to credit card, if applicable) Date

REGISTRAR'S OFFICE USE:	
Received:	Paid and Posted:
Processed:	Mailed:
Notes:	

Office of the Registrar ◆ 21000 West Ten Mile Road ◆Southfield, MI 48075 ◆Phone: 248.204.2280 ◆ Fax: 248.204.2228 ◆ E-Mail: registrar@ltu.edu