

APPLICANT: Complete and mail this form directly to EACH college or university* you have attended. *Please make certain that you include the appropriate transcript fee. This may prevent any delay in the processing of this transcript.* (Reproduce this request form as needed.)

ADDRESSEE INSTITUTION: Please forward an official transcript** of my record along with this form to **Florida Institute of Technology, Office of Graduate Admissions, 150 West University Boulevard, Melbourne, FL 32901-6975.**

Student ID Number _____ Date _____

Student Name _____
(Last) (First) (Middle) (Maiden)

Current Mailing Address _____
Street City State ZIP

Telephone (____) _____ Date of Birth _____
Month/Year

College or University attended _____

Mailing Address _____
Street City State ZIP

Dates of Attendance _____ to _____
Month/Year Month/Year

Degree Conferred (if applicable)

Associate _____ Date _____

Baccalaureate _____ Date _____

Master's _____ Date _____

Doctorate _____ Date _____

Student Signature _____ Date _____

PLEASE NOTE: You must sign this request for your university to honor your transcript request.

***It is necessary for Florida Tech to receive transcripts from each college or university you have attended, despite the fact that courses taken at one university may be listed on the transcript of another university. Graduate Admissions personnel will obtain transcripts for former Florida Tech students.**

****If you are an off-campus student, you must have one official transcript forwarded to the Director, Graduate Studies of the Extended Studies site you wish to attend. This transcript is in addition to the official transcript sent to Graduate Admissions.**