



**Fashion Institute of Technology**  
**TRANSCRIPT REQUEST**

**Mail or submit in person to:**  
 Registrar's Office, C-158  
 Fashion Institute of Technology  
 Seventh Avenue at 27th Street  
 New York, NY 10001-5992

Name \_\_\_\_\_

\*If you attended FIT under a different name, please note it below:

\_\_\_\_\_ *Last* \_\_\_\_\_ *First* \_\_\_\_\_ *Middle*

FIT ID or Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Email Address \_\_\_\_\_ Telephone \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ FIT degree(s) and date(s) awarded: \_\_\_\_\_  
 (all coursework taken at FIT will be sent as one record.)

**All transcripts are \$10 and will be processed in 2-5 business days\*.**  
**All transcripts are sent out via regular U.S. Postal Service. There is no express shipping.**  
 I am requesting \_\_\_\_\_ copies x \$10 = \$ \_\_\_\_\_  
**Make checks or money orders payable to the FASHION INSTITUTE OF TECHNOLOGY.**  
**Payment can also be made in person in cash or by credit card at the Bursar's Office, room B-127.**

*OPTIONAL: Please hold my transcript(s) until:*

- After my degree is awarded\*\*     After current term grades are posted\*\*  
 Other: \_\_\_\_\_  
 \*\*Please contact the Registrar's Office for the release dates related to the hold that you are requesting.

- I wish to **PICK-UP** my transcript(s). (Transcripts are official until the seal of the envelope is broken.)  
 -Do **NOT** fill out an address below if you are picking up your transcript(s), otherwise it will be mailed out.  
 I would like FIT to **MAIL** my transcript(s). (fill in address(es) below)

Address 1: \_\_\_\_\_ Address 2: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Address 3: \_\_\_\_\_ Address 4: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**By signing below, I understand that:**

- ◆ No request will be processed unless all College holds (financial, medical, etc.) have been fulfilled.
- ◆ Requests are processed in the order received.
- ◆ \*Delays may occur for archived records (pre-1995) and during peak periods.
- ◆ Transcripts may be ordered by or released to a third party **ONLY** with **PRIOR** written authorization from the student (inclusion of a copy of photo identification with signature must accompany said request).
- ◆ Service turnaround times are related to processing **ONLY** and that all transcripts will go out regular U.S. mail.

*I hereby authorize the release of my transcript:*

Signature \_\_\_\_\_ Date \_\_\_\_\_