



ITU

International Technological University

2711 North First Street - San Jose, CA 95134

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Official Transcript Order Form

Orders for official transcripts are placed in a large yellow envelope containing the purchased official transcript(s) and one free unofficial transcript that reflects the contents of the official transcripts provided. Official transcripts come in a sealed, stamped white envelope. Additional unofficial transcripts can be obtained on the student's MyITU account.

First Name _____ Middle Name (Optional) _____ Last Name _____

Student ID Number _____ Phone Number _____ Email Address _____

Program of Study (e.g., MS Digital Arts) (1st & 2nd masters will be issued in the same envelope, unless otherwise specified.) _____

Mailing Address: Street _____ City _____ State _____ Zip Code _____

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| Payment Method | Process |
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| CASH | Please stop by the ITU Accounting Department in person. |
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| CHECK | Please stop by the ITU Accounting Department in person. OR Mail your check and completed Official Transcript Order Form to: <i>International Technological University Accounting Department (Transcript Request) 2711 N. First St. San Jose, CA 95134</i> |

Student's Signature _____

Date _____

Administrative Use Only:

Accountant's Signature: _____ Amount Paid: _____ Date: _____

Registrar's Signature: _____ Date: _____

Ticket Number: _____ FedEx/DHL: _____

Comments: _____