

# TRANSCRIPTS

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Official transcripts are requested through the Office of the Registrar and are only released with the consent and authorization of the student, in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). The secured document is certified as of the printing date and is not valid if altered in any way or opened by someone other than the intended recipient.

Official transcripts are released only when holds on accounts are cleared. Official transcripts are either mailed, sent electronically (PDF), or made available for pickup by the student. Official transcripts issued directly to the student making the request are stamped "ISSUED TO STUDENT." A fee is charged for each transcript issued.

The Office of the Registrar does not provide unofficial transcripts. Students and alumni may access their unofficial transcripts through the MyIIT portal in Banner Self Service.

For more information, visit [web.iit.edu/registrar/transcripts](http://web.iit.edu/registrar/transcripts).