

- Transcripts may be released only upon written request of the student; this is done in accordance with the Family Educational Rights and Privacy Act (FERPA)
- If a student is not current in all financial obligations; a transcript will not be released
- Transcripts are only issued to the student or authorized designee
- Upon receipt of your request and payment, please allow up to **2 business days** for processing. However, a longer period of time may be required for processing at the end of a term or during peak enrollment periods.

NOTE: *Transcript Request Form* can be emailed, mailed, or faxed; contact information is listed below

Student Information

First Name	MI	Last Name While in Attendance
Student ID	Date of Birth	Major (while in attendance)
Dates of Attendance	Cell Phone Number	Email Address
Current Street Address	City, State	Zip Code
Reason transcript is being requested:		
Designated person (if applicable):		

I give permission for the following information to be released:

- Official Academic Transcript (printed on transcript paper)
 Unofficial Academic Transcript (printed on white paper)

Total # of transcripts being requested

When would you like it processed?

- Immediately Hold for final grades Hold for graduation certification

To expedite this process, please email this form and a copy of your payment to registrarsoffice@neit.edu

How will you be paying for the transcript(s)?

The cost of one (1) official or unofficial transcript is \$4.00 (1st unofficial is free for NEIT graduates & current students)

- Pay online:** at <https://store.neit.edu/> (Write “transcript fee” in the comment section)
 In Person: pay the cashier by cash, check, debit, or credit card
 Mail a check: mail to the address listed below (Student ID must be listed on check)

Where would you like the transcript sent/faxed?

<input type="checkbox"/> Will pick up	
<input type="checkbox"/> Fax unofficial	
<input type="checkbox"/> Mail To	

SIGNATURE _____ **DATE:** _____

***Transcripts will only be processed with an original handwritten signature (cannot be typed)**

**New England Institute of Technology • Attn: Registrar’s Office – Transcripts • One New England Tech Blvd.
 East Greenwich, RI 02818-1205 • Phone: (401) 739-5000 X3300 • Fax (401) 886-0721 • registrarsoffice@neit.edu**

For internal Use Only: Processed By: _____ Date: _____

- SPAIDEN SHARQTC Payment received