Oregon TECH

Transcript Request

Please print student name and address

Name: _____
     Last   First   M.I.

Former Name(s): _____

Date of Birth: _____

Address: _____

City, State, Zip: _____

Phone: _____

Student ID or last 4 of SSN: _____

Send to: (Print name and address or fax number)

[   ]

I authorize Oregon Institute of Technology to release a copy of my transcript to the above.

Signature: _____

Date: _____

Number of Copies: _____

Last Attended Year: _____

Delivery Options:
- ☐ Standard Mail*
  (Transcript for Life only)
- ☐ Fax (Unofficial copy)

All other transcripts must be requested through Parchment

*If you previously paid the Transcript for Life fee you can utilize your free transcripts by submitting this form and it will be processed via Standard Mail or Pickup.

Send Transcript:
- ☐ Now
- ☐ After current term grades
- ☐ After recording of degree

Send transcript request form to:
Registrar's Office
3201 Campus Dr
Klamath Falls, OR 97601
Fax: 541.885.1274
Phone: 541.885.1300
registrar@oit.edu

POLICY GOVERNING ISSUE OF TRANSCRIPTS
1. Please allow 2 business days for processing.
2. Only Oregon Tech transcripts will be issued. Copies of high school records, or other college transcripts are not included. Please order other transcripts from the original institution.
3. Please call the Registrar's Office for an overnight transcript at (541) 885.1300. Request and payment of $35 must be received by 11am in order for the transcript to be sent the same day. **We cannot overnight transcripts to a P.O. Box.** Payment must be made through CASHNet at www.oit.edu/cashiers.