



TRANSCRIPT REQUEST FORM

ATTN: STUDENT SERVICES

Immokalee Technical College

508 N. 9th Street

Immokalee, FL 34142

(239) 377-9900 Fax: (239) 377-9943



Mailed transcript requests: Mail your request along with a (\$5 per copy) money order or check made payable to the Immokalee Technical Center, attention Student Services to address list above.

Hand delivered transcript request: Fill out a transcript request form and pay a (\$5 per copy) fee at the Student Services Office.

Note:

- ✓ Your transcripts will not be released if there are outstanding obligations to the school.
- ✓ You must have photo identification
- ✓ Hand delivered transcripts may vary processing time
- ✓ Allow three (3) business days for mailed transcripts to be processed
- ✓ Must have photo identification (DL, ID, Passport, or school ID card, etc.
- ✓ If transcript is need for Immigration please bring a passport photo to attached to the transcript

Student Number: _____ Number of copies requested: _____

Student Name: _____ Former Names: _____

Date of Birth: _____ Last year attended: _____ Phone: (____) _____

Current Address: _____
(Street or P.O. Box) (City) (State) (Zip) (Country)

High School [] College [] Both [] Student Signature: _____

SEND TRANSCRIPT TO:

Office/Person: _____

College/Organization: _____

Address: _____
(Street or P.O. Box) (City) (State) (Zip)

For Office Use Only

Processed by: _____ Date: _____ Receipt #: _____ Payment Method: _____

Sent by _____ Date Sent: _____ H.S Transcript _____ College Transcript: _____

Your transcript is not being released for the following reason(s):

- Financial obligation to the school, please call Student Services for further assistance.
- Other obligations to the school, please call Student Services for further assistance.

Please resubmit your request after you have satisfied your obligation to the school. Thank you