

Information Regarding Unofficial Transcript Requests

Official and unofficial transcripts can be requested in person at the Registrar's Office in 112 Bennett Davis Hall during regular business hours, Monday through Friday. A photo ID is required.

If you are unable to come in person, an unofficial transcript can be requested by mail, email, or fax. Follow the direction below. In compliance with federal regulations regarding confidentiality of education records, the Registrar's Office will not accept requests made by phone or email.

Currently Enrolled Students

- Go to: my.pitt.edu
- Click on: Student Center Login
- Click on: Self Service
- Click on: Student Center
- Select: Degree Progress Report in the drop down menu under Academics
- Select: Academic Advisement Transcript under Report Type
- Click on: Go

Previously Enrolled Students

- Complete and print out the transcript request form below.
- Cross out the payment section and write "unofficial transcript requested".
- Fax to the Office of the Registrar at 814-827-5405
- -or-
- E-mail as an attachment to uptreg@pitt.edu

Transcripts cannot be faxed or sent by email.

If you have an outstanding financial obligation to the University, your transcript will be withheld until your account is paid in full.

There is no charge for unofficial transcripts. However, there is a \$10.00 fee for UPS overnight delivery within the continental United States. Overnight deliveries cannot be sent to Post Office boxes. If requesting express deliveries outside the United States, you must supply a pre-paid envelope.

Make check or money order payable to "University of Pittsburgh" or see Transcript Request Form for credit card information.

For more information or assistance, contact us at:

Office of the Registrar

University of Pittsburgh at Titusville
PO Box 287
Titusville, PA 16354

Phone: 814-827-4482
Fax: 814-827-5405



UNIVERSITY OF PITTSBURGH AT TITUSVILLE

TRANSCRIPT REQUEST FORM

Last Name	First Name	Middle Initial
Student ID Number	XXX – XX - _____ Last four digits of your SS Number	
Telephone Number	E-mail address	
Maiden or Previous Name		

Recipient's mailing address (This information must be complete or the request will not be processed).

Name

Address

City State Zip

Process now Hold for current term grades Hold for degree

There is a \$3.00 charge for each transcript: Cash Check Credit Card

Discover MasterCard Visa

Credit Card Number Expiration Date

Cardholder Name Cardholder Telephone Number

YOUR REQUEST MUST BE SIGNED

Signature of Student Date

Completed forms should be submitted to the Office of the Registrar.

Mailing address:
 Office of the Registrar
 University of Pittsburgh at Titusville
 PO Box 287
 Titusville, PA 16354

Fax number: (814) 827-5405

Office Use Only:
Date Received _____
Date Processed _____