

# Information Regarding Transcript Requests

Your official transcript is the complete record of your time at the University of Pittsburgh. The transcript is printed on security paper and bears the seal and signature of the University Registrar.

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, a transcript can be requested by mail or fax. Download and print the Transcript Request Form below. Fax or mail the completed form to the address on bottom of the request form. In compliance with federal regulations regarding confidentiality of education records, the Registrar's Office will not accept requests made by phone or email.

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 a \$3.00 fee payable upon request, for each official transcript requested on your behalf. There is no charge for unofficial transcripts.

In addition to the \$3.00 fee there is a \$10.00 fee for UPS overnight delivery within the continental United States. 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.

Contact us at: [coat@pitt.edu](mailto:coat@pitt.edu) or call 814-827-8842



# UNIVERSITY OF PITTSBURGH AT TITUSVILLE

## TRANSCRIPT REQUEST FORM

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

<b>Recipient's mailing address</b> (This information <u>must</u> be complete or the request will not be processed).		
Name		
Street Address		
_____	_____	_____
City	State	Zip
<input type="checkbox"/> Process now	<input type="checkbox"/> Hold for current term grades	<input type="checkbox"/> Hold for degree

<b>There is a \$3.00 charge for each transcript:</b> <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card		
<input type="checkbox"/> Discover	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
_____	_____	_____
Credit Card Number	3 Digit CVV2 (on back of card)	Expiration Date
_____	_____	_____
Cardholder Name	Cardholder Telephone Number	

<b><u>YOUR REQUEST MUST BE SIGNED</u></b>	
_____	_____
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