



# OFFICIAL TRANSCRIPT REQUEST

- An official transcript will NOT be processed unless your account balance is in good standing.
- If the student account is not in good standing but needs an official transcript for employment/continued education and/or military purposes, the student can request that an official transcript be sent directly to the organization that is requiring the documentation.
- This request can be faxed or mailed to the address listed here ONLY if you have provided all the information requested in this document.
- Please allow 5-7 working days for receipt of your official transcripts.
- Official transcripts cannot be sent via fax or email.
- There is a \$5 processing fee for each official transcript copy requested. This must be paid prior to delivery of your official transcripts.
- Please see Student Catalog for full Student Transcript Policy.

**MAIL TO:**

Midwest Technical Institute  
Office of the Registrar  
280 High Point Lane  
East Peoria, IL 61611

**FAX TO:**

(309) 427-3229

**PERSONAL INFORMATION** (TYPE your information below, then PRINT, SIGN, and SEND)

Last Name	First Name	Maiden Name (While Attending MTI)	
Address	City	State	Zip
Social Security Number*	Date of Birth (mm/dd/yy)	Phone#	
Program Attended	Graduation Date (mm/yy)		

**Number of Copies Requested:** (\$5 fee per copy) \_\_\_\_\_

**PROCESSING INFORMATION:** (Check one box only)

- ☐ Process now    ☐ Process after grades have been posted  
☐ Send after graduation

**REGISTRAR USE ONLY**

Account in good standing: \_\_\_\_\_

Processed Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**DELIVERY:** (Check one box only)

- ☐ I will pick up my transcripts    ☐ Requested Date(mm/dd/yy) \_\_\_\_\_  
☐ Mail my transcripts to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STUDENT AUTHORIZATION:** (Transcripts will not be released without the students signature)

I hereby authorize the release of my MTI transcripts \_\_\_\_\_  
(Required student signature)

**QUESTIONS? Call (309) 427-2750**

\*MTI requests the voluntary disclosure of your Social Security number on this form. If provided. MTI will use your Social Security number for verification of records.