



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
2731 Farmers Market Road
Springfield, IL 62707

FAX TO:

(217) 527-8354

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 (217) 527-8324

*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.