



**Transcript Request Form**

Step 1: Print the form.

Step 2: Completely fill out the form and sign it. Failure to comply will result in delays.

Step 3: Mail to:

Office of the Registrar, SIT  
 P.O. Box 676, Brattleboro, VT 05302-0676  
*E-mail and Fax requests are not accepted.*

**Please Note:**

You must sign the form. Third-party requests are not accepted. We are unable to fax transcripts since they are printed on security paper and must bear the raised seal of the institution. All transcripts are sent in signed and sealed envelopes. We do not release unofficial transcripts.

Current Name: \_\_\_\_\_  
 (Last Name) (First Name) (MI)

While Enrolled: \_\_\_\_\_  
 (Last Name) (First Name) (MI)

Address: \_\_\_\_\_  
 Street Apt. #

Date of Birth: \_\_\_\_\_  
 (month / day / year)

City State Zip

Social Security #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Home Telephone #: \_\_\_\_\_

Is This Address Permanent?  Yes  No

Program Attended: \_\_\_\_\_

Dates/Semester Attended: \_\_\_\_\_

**Please send transcript(s) to:**

\_\_\_\_\_  
 Name of Business/School or person

\_\_\_\_\_  
 Name of Business/School or person

\_\_\_\_\_  
 Address Line 1

\_\_\_\_\_  
 Address Line 1

\_\_\_\_\_  
 Address Line 2

\_\_\_\_\_  
 Address Line 2

City State Zip Country

City State Zip Country

**Number of copies:** \_\_\_\_\_ *please include additional addresses on a separate sheet of paper. You do not need to complete another form.*

**Special Instructions:** \_\_\_\_\_

**Payment** (\$10.00 per transcript for former SIT students--- \$5.00 per transcript for current SIT students)

*You may pay by Cash, Check, or Money Order*  
 You have the option of having your transcript rushed,  
 For an additional Charge

Please make check out to **World Learning**

UPS Next Day Air Saver (next business day afternoon)  
**\$ 30.00 charge in addition to charge for transcript**

UPS Worldwide Express (international)  
**\$ 45.00 charge in addition to charge for transcript**

*Please note the cost of shipping is dependent on the shipping destination and the speed the document is shipped.*

**Signature** (required): \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Office Use Only</b>	ID #:	Total Cost:
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