

Transcript Request Form Instructions

Please download, print and fill in this form when requesting a transcript.

Your signature is absolutely necessary – no transcripts will be released without the student's signature.

You may FAX, mail or present your transcript request in person. If you wish to pick up your transcript, please call and make arrangements so that your transcript can be ready beforehand.

Note that there is a \$5 fee for Official transcripts.

Please call 484-651-1919 and leave a message for questions.

Berks Technical Institute
Wyomissing, PA 19610

TRANSCRIPT REQUEST FORM

Name: _____

Maiden Name: _____

Date: _____

SS #: _____

Address: _____

Phone #: () _____

Dates of Enrollment: From _____ To _____

Degree Earned: _____

School Attended:

- Berks Technical Institute
 Schuylkill Institute of Business & Technology

Your signature authorizes, under the Privacy Act, the release of your transcript.

Student's Signature: _____

Number Needed: _____ Official Transcript(s) - **\$5 fee per transcript**
 _____ Unofficial Transcript(s) – no charge

Payment Options:

- Cash Check or money order (payable to Berks Technical Institute)
 Visa Mastercard

Credit Card #: _____ Exp.Date: _____ Security Code _____

Processing Instructions:

- Standard processing (allow 5-7 days after receipt of payment)
 Process after grades are posted

Mail request and payment to:

Registrar's Office
Berks Technical Institute
2205 Ridgewood Road
Wyomissing, PA 19610
610-376-4684 (fax)

Mailing Instructions:

- I will pick up transcript on: _____
 Mail transcript(s) to:

(1) _____ (2) _____

OFFICIAL USE ONLY:

Date received: _____
Processed by: _____ Processed date: _____
Paid by: check # _____ cash _____ credit _____