



OFFICIAL DOCUMENT REQUEST FORM

Please complete this form to request an official document from Pacific Institute of Technology. PIT must have a signature to process this document request. You should print the form, complete, sign, and return it by mail or by email. Use the contact information on this website to return your form.

Your PIT transcript will be sent as a sealed Official Transcript to the institution or person indicated on this document request form. An unofficial transcript may be faxed by us to any number that you indicate on the form. Please note that there is a \$15.00 processing fee for each additional PIT Transcript you request.

For courses transferred from another institution, an official transcript must be on file at PIT from that institution. Without that official transcript, those transferred courses will not be included on your Official PIT transcript.

The processing time for this document request is 7-10 business days from the date received.

Select	Document Description	Number of Copies per Destination (from below)	
		Dest. #1	Dest. #2
<input type="checkbox"/>	Official PIT Transcripts		
<input type="checkbox"/>	Unofficial PIT Transcripts		
<input type="checkbox"/>	Certificate of Completion		
<input type="checkbox"/>	Other Official Document (indicate which document)		

Attendance Information
Title of Degree / Certificate Awarded:
Quarter and Year First Attended:
Date Graduated / Completed:

DESTINATION #1 For Your PIT Official or Unofficial Document
Name of Institution / Person:
Street Address:
City:
State:
Country:
Phone/Fax #:
Special Instructions:

DESTINATION #2 For Your PIT Official or Unofficial Document
Name of Institution / Person:
Street Address:
City:
State:
Country:
Phone/Fax #:
Special Instructions:

Student Approval To Release Transcript / Document *
Your Signature (Required) :
Date Signed:

*** Financial obligations to Pacific Institute of Technology must be cleared before Official PIT Transcripts can be released.**