

ATTN: STUDENT SERVICES

**Immokalee Technical Center**  
508 N. 9<sup>th</sup> Street  
Immokalee, FL 34142  
(239) 377-9900 Fax: (239) 377-9943

**Mailed transcript requests:** Mail your request along with a (\$5 per copy) money order or check made payable to the Immokalee Technical Center, attention Student Services to address list above.

**Hand delivered transcript request:** Fill out a transcript request form and pay a (\$5 per copy) fee at the Student Services Office.

**Note:**

- ✓ Your transcripts will not be released if there are outstanding obligations to the school.
- ✓ You must have photo identification
- ✓ Hand delivered transcripts may take 15 to 20 minutes
- ✓ Allow three (3) business days for mailed transcripts to be processed
- ✓ Must have photo identification (DL, ID, Passport, or school ID card, etc.)
- ✓ If transcript is need for Immigration please bring a passport photo to attached to the transcript

**(Please print clearly in blue or black ink.)**

Request Date: \_\_\_\_\_

Student Number: \_\_\_\_\_

Number of copies requested: \_\_\_\_\_

Student Name: \_\_\_\_\_ Former Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Last year attended: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Current Address: \_\_\_\_\_

(Street or P.O. Box)

(City)

(State)

(Zip)

(Country)

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

**SEND TRANSCRIPT TO:**

Office/Person: \_\_\_\_\_

College/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

(Street or P.O. Box)

(City)

(State)

(Zip)

**For Office Use Only**

**Processed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Receipt #:** \_\_\_\_\_ **Payment Method:** \_\_\_\_\_

Your transcript is not being released for the following reason(s):

- Financial obligation to the school, please call Student Services for further assistance.
- Other obligations to the school, please call Student Services for further assistance.

Please resubmit your request after you have satisfied your obligation to the school. Thank you

