General

How do I get an official transcript sent?

You can request transcripts three ways:

PAWS

Request it through your secure online account:

To access your PAWS account, click here

Students with "holds" on their accounts will not be able to order transcripts online.

By Mail*

Send a written request with the Request for Transcript form to:

Florida Institute of Technology
Office of the Registrar
150 W. University Blvd.
Melbourne, FL 32901

By Fax*

Send your request, Attn: Records, to:

(321) 674-7827

*If sending a letter or fax, please use the Request for Transcript form, or send a letter with the following information:

- Your name
- Your signature
- Your student ID number
- Your address
- Your daytime phone number
- Check or money order for $5.00/per copy made payable to Florida Institute of Technology or credit card number with expiration date. If using Visa or Mastercard, include the three digit number on back of card. If faxing a request, a credit card number must be submitted
- Address transcripts are sent to
- Degree awarded

For further information, call the record's office at (321) 674-7402 or e-mail transcripts@fit.edu

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