General

How do I get an official transcript sent?

<table>
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<th>REQUESTING TRANSCRIPTS</th>
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You can request transcripts three ways:

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<tr>
<th>ONLINE THROUGH ACCESS FLORIDA TECH</th>
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Current students may request it through their secure online account (Note: Students with "holds" on their accounts will not be able to order transcripts online): [To access your account, click here](#)

Students who have finished their course of study, but still have active TRACKS username/passwords may access PAWS [here](#).

Alumni and former students whose TRACKS username/passwords have expired, must contact Tech Support at (321) 674-7284 for access to PAWS to request their transcript.

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<th>BY EMAIL*</th>
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Send an email request with the Request for Transcript to: [transcripts@fit.edu](mailto:transcripts@fit.edu)

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Send a written request with the [Transcript Request Form](#) to:

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

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Send your request, Attn: Records, to:

(321) 674-7827

*If sending an email, letter or fax, please use the Request for Transcript form or send a letter with the following information (Please note requests by Fax or mail may take up to seven (7) days to process):

- Your name
- Your signature
- Your student ID number
- Your address
- Your daytime phone number
- Check or money order for $10/per copy made payable to Florida Institute of Technology or credit card number with expiration date. If using Visa or
General

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 (321) 674-8115 or email transcripts@fit.edu

Unique solution ID: #1241

Author: Jenna Price

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