



ITC offers 4 easy methods to request transcripts. If you choose Method 2, 3 or 4, you must print and fill out the Transcript Request Form located on page 2 of this document.

### Method 1 - Online

Online transcript requests are secure and fast. Transcripts will be processed and mailed in approximately three to five business days.

Order online at:  
[www.itc.edu/e-commerce/transcript/](http://www.itc.edu/e-commerce/transcript/)

### Method 2 - Mail

Print, complete and sign the Transcript Request Form on page 2. Mail payment and form to:

Interdenominational Theological Center  
Office of the Registrar  
700 Martin Luther King, Jr. Dr. SW  
Atlanta, GA 30314

### Method 3 - Email

Print, complete and sign the Transcript Request Form on page 2. Scan and email to [registrar@itc.edu](mailto:registrar@itc.edu). An ITC Representative will contact you regarding payment options.

### Method 4 - In Person/On-Demand

Print, complete and sign the Transcript Request Form on Page 2. Bring payment and form to the Office of the Registrar.

Your in person/on-demand order will be processed while you wait. This option is not available for students enrolled prior to 1998.

### Reminders:

- Only completed forms will be processed.
- Transcript Request Form must be signed by student.
- Payment must be made prior to processing.
- Please contact **Financial Services at 404-527-7735 or -7723** with any questions or for Verification of Enrollment.
- Mail and scanned email requests are also accepted.
- Accounts with outstanding financial obligations to the Interdenominational Theological Center will not be processed.

### Processing Time:

Transcripts will be processed and mailed in approximately three to five business days. *(On demand is available for students who have been enrolled at ITC since 1998).*



INTERDENOMINATIONAL  
THEOLOGICAL  
CENTER  
Transcript Request Form

**Personal Information**

Full Name: \_\_\_\_\_  
(Name at time of attendance) Last First M.I.

Current Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_ City State ZIP Code

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email \_\_\_\_\_

Student ID: \_\_\_\_\_

Birth Date: \_\_\_\_\_  
(MM/DD/YY)

\* Signature: \_\_\_\_\_  
*\*A valid government issued ID required for personal pickup.*

**Indicate Transcript Request**

Personal Pick Up: Yes or No (Circle one) \_\_\_\_\_ Graduate: Yes or No (Circle one) \_\_\_\_\_

Graduation Date: \_\_\_\_\_ Degree: \_\_\_\_\_  
(MM/YY)

Presently Enrolled: \_\_\_\_\_ Last Attended: \_\_\_\_\_

Hold for grades: Yes or No (Circle one) \_\_\_\_\_ Term and Year: Fall/Spring/Summer (Circle one) Year \_\_\_\_\_

Hold for degree notation: Yes or No (Circle one) \_\_\_\_\_ Term and Year: Fall/Spring/Summer (Circle one) Year \_\_\_\_\_

**Transcript Fees (Check One)**

Official Transcript \$10  Express Mail (Two business day service) \$30 per mailing address   
Express Mail (Same business day service) \$40 per mailing address  \*On Demand/Personal Pickup (Two business day pick up) \$15   
Mail transcript to: \_\_\_\_\_  
(Please provide complete address)

**For Office Use Only**

Business Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature as Processed: \_\_\_\_\_ Date Mailed: \_\_\_\_\_