

<http://itt-tech.info/about/how-to-obtain-a-transcript/>

How to Obtain a Transcript for ITT Programs

ITT Technical Institute transcripts can be requested for anyone that completed a course at ITT Tech through Parchment's online credential delivery service. ITT Tech has entered into a contract with Parchment to provide convenient, national, online request and fulfillment services for ITT Tech transcripts and related credentials.

To serve students as quickly as possible, Parchment is now taking advance orders. While ITT Tech staff will start fulfilling requests, it is likely that most orders will queue until ITT Tech makes its records available to Parchment's systems for faster fulfillment. Once records are received and available, given the backlog of orders, it is estimated that transcript request fulfillment by Parchment will initially take several weeks to process. As the initial backlog of orders is cleared, processing time should take less than 48 hours.

To order a transcript through Parchment, please follow this three-step process:

1. Log in or create an account on Parchment's unique [ITT Tech ordering page](#)
2. Select the destination that you want to send your transcript to
3. Confirm order details and enter payment

Need to request ITT Tech transcripts on behalf of a student? If your institution will receive or request ITT Tech transcripts, streamline the process with [Parchment Receive](#).