**Transcript Ordering Instructions**

*Meta: RIT maintains a single academic transcript reflecting all courses taken at RIT. The transcript is the university’s certified statement of your academic record.*

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Details about ordering transcripts can be found on the [RIT (N.Y.) Office of the Registrar website](https://www.rit.edu/registrar/official-documents).

# How to Order

If you need to order your official RIT transcript, you can do so from your SIS account:

1. Go to “Academic Records”
2. Go to “Request Official Transcript” and complete the information requested.

Remember that the Registrar’s Office is located on the RIT main campus, so all transcripts will be sent from New York - the Dubai campus cannot produce any official transcripts.

**If you cannot access your RIT account,** you will need to create a **Parchment** account (via the link listed above).

* When asked for the Last 4 digits of your SSN, enter “9999.”

# Where to Send?

You can have transcripts sent to any address you choose.

If the intended recipient is **outside of the UAE**, we recommend that you have the transcript(s) sent directly to the recipient – there is no need to send the transcript here to Dubai just for you to have to then mail it to another country. Make sure you accurately enter the exact name and address of the recipient when ordering.

If the intended recipient is **in the UAE**, and you are a **current student,** then it is recommended that you have the transcript sent to RIT Dubai and then pick it up from us. For this option, please make sure to put:

* + Recipient: YOUR NAME
	+ Address Line 1:  RIT DUBAI

As long as RIT Dubai is in the address line 1, your transcript will be flagged to be specially FedEx-ed to the Advising Office here in Dubai. We will email you as soon as the transcript has arrived.

If the intended recipient is **in the UAE**, and you are **NOT a** **current student,** then you can use whatever address you use to receive your personal mail. Remember that the UAE does not have mailing/street addresses, so you must use your PO Box. If you choose the FedEx option, then you can put your actual home/building address.

Make sure you **DO NOT** select the “Pick up from the Registrar” option as you will have to then fly to New York!

# How Long Does it Take?

* **Electronic Transcripts**
	+ About 30 minutes
	+ If you attended prior to 2000: 5-7 business days
* **Paper Transcripts**
	+ If the transcript is being sent here to RIT Dubai by regular mail: 2-3 weeks
	+ If the transcript is being sent to another address by regular mail, it will take 2-4 business days for processing (If you attended prior to 2000: 5-7 business days), plus the normal shipping time from the US
	+ If you chose courier service, then it will take 2-4 business days for processing (If you attended prior to 2000: 5-7 business days) plus normal FedExa shipping

# Fees

* **Paper Transcripts -** US$6.00 = AED 22.02
	+ There is an additional charge if you choose FedEx delivery
* **Electronic Transcripts -** US$5.25 = AED 19.26

# Releasing Transcripts

Note that some holds (particularly Financial) on your account may prevent you from being able to order or access your transcript. If you receive a message regarding your holds, please check your SIS account and clear any relevant holds. If you order transcripts to campus, you will pick them up from the Finance Office after they confirm that you are cleared with them.

# Official and Unofficial Transcripts

**Paper transcripts** are considered official only if they are received in a ***sealed*** envelope and have not been handled by the student, so **do not open the envelope** before delivering to the intended recipient!

**Electronic transcripts** are considered official if they are sent directly from the university to the intended recipient and should not be handled by the student.  Please confirm with the receiving party that they accept electronic transcripts before choosing this option.

Current students and recent alumni can access their **unofficial transcript** from SIS at no cost at any time. From your SIS account:

1. Go to “Academic Records”
2. Go to “View Unofficial Transcript”
3. Make sure that any pop-up blocker in your browser is disabled