



IU/IUS and Vincennes University Transcript Release Consent Form - For Ivy Tech Dual Credit Students

First Name _____ Middle Name _____ Last Name _____

Ivy Tech Student ID Number C0 _____ Last 4 of SSN _____

Current Address _____
Street City State Zip

Phone Number _____ Date of Birth _____

Email Address (*Non Ivy Tech Email*) _____

Please indicate the university in which you have earned credit while enrolled as an Ivy Tech Dual Credit student:

IU/IUS Vincennes University

The Family Educational Rights and Privacy Act of 1974 prohibits the release of a student's confidential information to a third party without that student's written consent. Please read and sign below.

By signing below, I am granting Ivy Tech permission to communicate further with me regarding the transfer of college credits from other institutions that will help me to obtain either/or both the Indiana College Core (ICC) Technical Certificate or Associate of General Studies Degree. Furthermore, I grant them permission to obtain any and all previous, current, and future college educational records and/or transcripts for this purpose until such time that I inform Ivy Tech, in writing, that I no longer wish to participate or obtain a degree.

Signature _____

Date _____

For Office Use:	
Student's Home High School:	_____
Date Received:	_____ Received by: _____

Official Transcript Request

A Student's Guide to Requesting an Official Transcript

An official transcript is one that is printed on Ivy Tech paper with a seal and signature. It can be sent on your behalf or sent to you. Colleges and Universities will require this type of transcript for credit transfer. There is a \$5 per copy fee for official transcripts. Official transcripts will not be released directly to/for pick up to anyone other than the student whose record it contains.

Option 1: In Person

- 1.) Pay the \$5 per copy fee on campus in the Bursar's Office (Pfau Hall, Room G7)
- 2.) Take receipt to Express Enrollment Center for transcript printing
- 3.) Transcript can be taken with you or mailed to an address of your choice. Transcripts cannot be sent electronically from our campus.

Option 2: Order Online

- 1.) Go to www.parchment.com
- 2.) Login or create an account—Your high school Parchment account will not work for college transcript orders
- 3.) Select "Order my transcript or credentials"
- 4.) Follow the directions to submit your order

Option 3: Ivy Tech Website

- 1.) Go to www.ivytech.edu/registrar
- 2.) Click on **Transcripts**
- 3.) Select the appropriate link according to when your coursework at Ivy Tech was taken
- 4.) Login or create a Parchment account—Your high school Parchment account will not work for college transcripts
- 5.) Select "Order my transcript or credentials"
- 6.) Follow the directions to submit your order

Option 4: MyIvy (only use if enrollment is within the last 2 years)

- 1.) Log into your MyIvy account at <https://myivy.ivytech.edu/>. If you have never used MyIvy, please click the "First time here?" box located below the login box and follow the instructions (your Student ID/C# will be needed).
- 2.) Once logged in, click on **Request Official Transcript** under **Quicklinks**
- 3.) Click the link entitled **Access the Transcript Ordering Site** which will take you to the Parchment Ordering Service
- 4.) Follow the prompts and enter the requested information to submit your order
- 5.) Please note—your high school Parchment account will not work for college transcripts

Students experiencing difficulty accessing their MyIvy account should contact the college's service desk at:

helpdesk@ivytech.edu

1-888-489-5463 or 1-888-IVY-LINE