# Keystone Technical Institute
## Transcript Request Form

<table>
<thead>
<tr>
<th>Current Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name While Attending KTI:</td>
</tr>
<tr>
<td>Current Address:</td>
</tr>
<tr>
<td>Telephone:                      Email Address:</td>
</tr>
<tr>
<td>Date of Birth:                  Social Security Number:</td>
</tr>
<tr>
<td>Dates Enrolled (MM/YYYY):         Enrolled Program:</td>
</tr>
</tbody>
</table>

- **Please Note:**
  - Official Transcript fee is $5.00 per transcript
  - Accepted methods of payment: Cash, Check, Money Order, Visa, Master Card and Discover
  - If you are applying for transcripts to send to another college or for employment purposes they may not be considered official if you open them.
  - No transcripts will be released if there is an Academic or Financial hold on your account.
  - Please allow 7-10 business days for transcripts to be mailed.
  - Keystone Technical Institute is formerly known as Academy of Medical Arts and Business

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**I am requesting _____ copies of my**

- [ ] official transcripts
- [ ] unofficial transcripts

**Mail Transcript and processing fee to:**
Keystone Technical Institute
2301 Academy Drive
Harrisburg, PA 17112

**ATTN: Registrar’s Office**
For Further information or credit card payment over the phone options, please contact the registrar’s office at 717-545-4747 or by email at jhumphrey@kti.edu.

**Mail Transcript To:**
Attn:_______________________________________
Address:______________________________________

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**Mail Transcript To:**
Attn:_______________________________________
Address:______________________________________

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**Bursar Information Only:**
- [ ] No Financial Hold
- [ ] Financial Hold on account/Do Not Release

**Bursar Signature:__________________________**

**Registrar’s use only:**
- Received: ___________  Completed: ___________
- Sent: __________________________

**Payment Method:**
- [ ] Cash
- [ ] Check
- [ ] Money Order
- [ ] Credit