

Keystone Technical Institute Transcript Request

Current Name: _____
 Last Name While Attending KTI: _____
 Current Address: _____
 Telephone: _____ Email Address: _____
 Date of Birth: _____ Social Security Number: _____
 Dates Enrolled (MM/YYYY): _____ Enrolled Program: _____

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 eschiers@kti.edu.

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

Mail Transcript To:
 Attn: _____
 Address: _____

Mail Transcript To:
 Attn: _____
 Address: _____



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