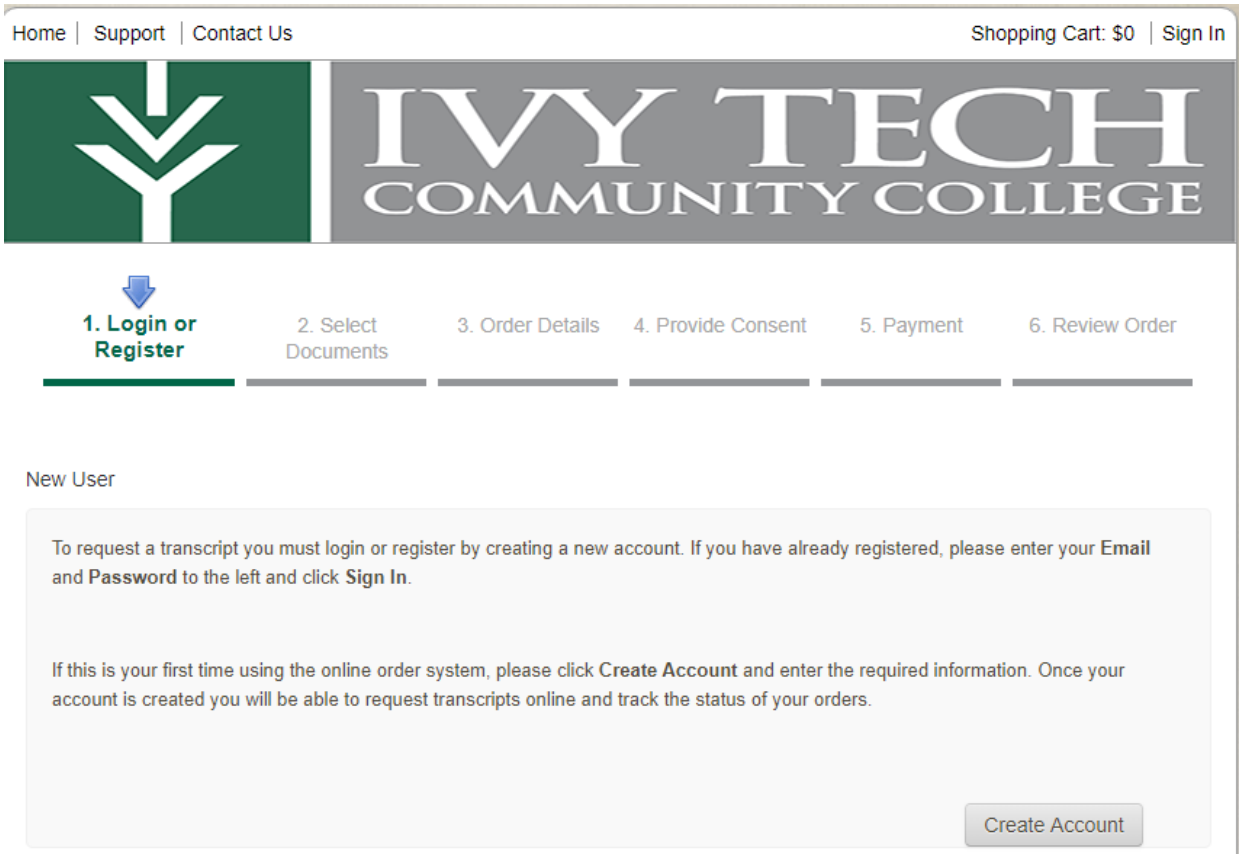
Ordering Transcripts

If you have taken dual credit courses with Ivy Tech Community College and would like to order your transcript for use at another college or university, there are a few simple steps you will need to take to order your transcript. Please note that if you attend Ivy Tech upon graduation from high school, you will not be required to provide your Ivy Tech transcript for your dual credit coursework. You will, however, need to provide your high school transcript in the assessment step of Ivy Tech's enrollment process.

Complete the following steps:

1. **Visit www.ivytech.edu**
2. **In the search bar at the top of the page, type in "transcripts"**
3. **Click on the first search result -- "Transcript Processing- Registrar"**
4. **Look through the list for "Transcripts" Click on the link.**
5. **This will take you to the Transcript page. Look for the link "Click here** to request your transcript online."
6. **On the next screen, click on the button to "Create Account."**
7. **Complete all of the cells that have a red *. You may use your student ID or the last 4 digits for your SSN. Write your password somewhere so you will have it for the future.**
8. **Click the "Submit" button.**

Your request may take 5-7 business days to be processed and sent to the designated email or physical address you have chosen.