

REVERSE TRANSFER - TRANSCRIPT REQUEST FORM

Mailing or In-Person Address: Office of the Registrar, Lucas Administration Center 301, Nunn Drive, Highland Heights, KY 41099

Official transcripts will not be released until all financial obligations to the college have been satisfied.

STUDENT INFORMATION			
All blocks in student section must be completed – PLEASE PRINT LEGIBLY			
Student ID or Last Four of SSN	Last Name	First Name	Middle
Complete Mailing Address – Street, City, State, Zip			
Previous Names	Daytime Phone Number	What was the last year you attended IvyTech?	
E-mail Address	Birthdate MM/DD/YY		

MAILING INFORMATION

Please mail my transcript to:

Michal Stacy, Assistant College Registrar
 Ivy Tech Community College
 50 W Fall Creek Parkway North Drive
 Indianapolis, IN 46208

Requests completed using this form will be sent automatically to the attention of the Reverse Transfer contact.

AUTHORIZATION TO RELEASE ACADEMIC RECORDS

FERPA COMPLIANCE - I authorize the release of my academic records maintained by Northern Kentucky University to Ivy Tech Community College for review under the Reverse Transfer Agreement. I also authorize Ivy Tech Community College to:

1. evaluate to determine if I am eligible for an associate's degree
2. release the results of their graduation review to Northern Kentucky University of outstanding requirements
3. send a transcript to Northern Kentucky University if a degree is awarded

STUDENT SIGNATURE

DATE

Federal law requires the student signature for release of transcripts. All holds must be cleared before submitting a transcript request.