



Oregon

Kate Brown, Governor

Higher Education Coordinating Commission
775 Court Street NE
Salem, OR 97301

ITT Technical Institute has entered into a contract with Parchment to provide convenient, national, online request and fulfillment services for ITT Tech transcripts and related credentials.

Parchment services for ITT Tech students include:

- Convenient, national online request and fulfillment via Parchment.com/ITT
- Secure electronic delivery of transcripts to more than 80% of U.S. colleges via the Parchment Receive network of admissions offices
- Third Party Ordering services, through which admissions offices, background check agencies and employers can request ITT Tech transcripts on behalf of students applying to their program for added convenience (with student permission)
- Secure electronic delivery of transcripts to any email address
- Print and mail fulfillment for non-electronic destinations
- Expedited processing and overnight delivery (once records are available to fulfill)
- Tracking tools covering every step in the fulfillment and delivery process
- Online support via the Parchment Help Center
- Dedicated staffing for processing requests and email-based learner support

The request fee for electronic request and delivery during the remainder of 2016 is \$10. If a requestor chooses for their transcript to be printed and delivered by mail, there is an additional \$2.50 handling fee. We recommend requesters send electronically, both to save those costs and because it's the delivery method colleges prefer. If a requestor chooses overnight delivery or international destinations, the handling fee will be higher based on what they have chosen.

To order an ITT Tech transcript through Parchment, follow this three-step process:

- Log in or create an account on Parchment's unique ITT Tech ordering page: <http://www.parchment.com/itt/>
- Select the destination that you want to send your transcript to
- Confirm order details and enter payment

Once you place an order through Parchment, you will have access to real-time order tracking and online web support