

ORDERING YOUR DIT TRANSCRIPTS AND CERTIFICATIONS

This information has been released in accordance with the Federal Family Educational Rights and Privacy Act (FERPA) and cannot be further disclosed without the prior written consent of the student. All outstanding obligations (financial, academic or administrative) due to DIT must be cleared before your transcript, certification, or record request can be processed.

STANDARD PROCESSING OF TRANSCRIPT AND CERTIFICATION REQUESTS: Official DIT transcripts are printed on letterhead and bear the seal of DIT. Transcripts for classes 101-03 and later also bear the signature of either the Director of Training or the Executive Director.

Items available for order:

Transcripts, diplomas, copies of student records, and the following certs may be ordered using this form:

- Rigger card
- JSA card
- NDT Magnetic Certification
- NDT Ultrasonic Certification
- OSHA/HAZMAT Certification
- First Aid / BLS card
- CPR / First Aid card
- Perfect Attendance certificate (if earned)
- Outstanding Achievement in Underwater Welding certificate (if earned)

NOTE: the following certifications are not manufactured by DIT, and are NOT AVAILABLE (you must contact manufacturer for renewal and replacement):

- ADC card
- NAUI card
- CSA card
- Kirby Morgan card

How do I order DIT transcripts and certs?

You can order items by email, mail, or in person.

By Email

Send this form, with your e-signature, to registrar@diversinstitute.edu. To make your payment, call DIT at 1.800.634.8377, and ask for Student Accounts. Your request will be processed once payment is received.

By Mail

Use this form to order items by mail. Send to DIT Registrar, Attn: Transcripts and Certs, P.O. Box 70667, Seattle, WA 98127-0667. Enclose a check or money order made payable to DIT. Orders with insufficient payment will not be processed.

In Person

Use this form to order in person at the Office of the Registrar. You will then be sent to Student Accounts for payment by cash, check, or credit card.

What fees will I owe?

Academic Transcript	\$10/copy
Diploma	\$5/copy
Diploma card	\$5/copy
Rigger card	\$5/copy
JSA card.....	\$5/copy
NDT Magnetic Certification	\$5/copy
NDT Ultrasonic Certification	\$5/copy
OSHA/HAZMAT Certification	\$5/copy
First Aid / BLS card	\$25/copy
CPR / First Aid card	\$25/copy
Perfect Attendance certificate	\$5/copy
Outstanding Achievement in Welding certificate	\$5/copy
Copy of complete student record	\$0.15/page

EXPEDITED SERVICE \$50
Your order is processed in 3 business days. A longer processing time may be required during peak periods. Note: **Expedited Service is only available for classes 101-03 or later.**

SHIPPING

UPS 2 nd Day Shipping	\$15
UPS Next Day Shipping	\$30
UPS International	call DIT for price

FAX

Domestic	\$5/FAX number called
International	\$10/FAX number called

Confidentiality cannot be guaranteed on an outgoing FAX.

How long does it take to process my request?

Orders are processed within 3-4 weeks from when the order is submitted/received. If you started class in January, 2003 or later, your order may be expedited. Expedited orders take 3 business days. A longer processing time may be required during peak periods. Delivery times are not included in processing time and may vary according to destination address.

What if my items do not arrive?

If your regular request has not arrived within 6 weeks, or your expedited request has not arrived in 10 days, notify the Office of the Registrar at registrar@diversinstitute.edu. Notifications of non-receipt are accepted up to 12 weeks after your order date. After 12 weeks, you must place a new order.

What if I have a question about ordering my items?

Contact the Office of the Registrar at registrar@diversinstitute.edu