

How to Order an IU Transcript as a former IPFW student

<https://transcript.iu.edu/>

Click “Ready to Order?”



Carefully read the information and then select “Former Students” for the ordering method below that best represents you:

Current Students

Former Students ←

High School Dual Credit/ACP Students

Sending Transcript with Attachment (CAS)

Third Party Orders On Behalf of the Student

Transcript Pricing and Delivery Options

Unofficial Transcript

Please use the Signature Request method if:

- Dual Credit or Advanced College Prep (ACP) High School Students
- **Former IPFW or current IU Fort Wayne students**
- Attach form(s) to send with a paper transcript
- Former students unable to login to a One.iu.edu account
- Records contain coursework from earlier than 1965
- Unable to use the fully automated system

OPTION 2 - Manually Processed (Signature Request) System

The Signature Request system is a two step system placed online and manually processed to order electronic and paper transcripts. Please allow 1-3 business days for processing. *Your order cannot be processed until payment and your handwritten signature has been received.*

If you have forms to send attached to your transcript, please order a paper transcript and remember to include the forms when submitting your signed Step 2 Authorization form. For more information about sending IU transcripts with attachments, please select the "Sending Transcript with Attachment" ordering method or [review our FAQ here.](#)

[Order Online \(Signature Request\)](#)

As a former IPFW student, you will want to scroll down and click "Order Online (Signature Request)"

IU Transcripts Log In Signature Request

IU Transcript Signature Request

Welcome to the Indiana University Signature Request System for transcripts!
This system should be used when requesting official transcripts for students who cannot use the [eTranscript](#) system, or who have a paper transcript attachment.

Manually Processed Online Signature Request
The Signature Request system is a two-step system placed online and manually processed. You may order electronic and paper transcripts for up to five recipients per order. Please allow 1-3 business days for processing. **Your order cannot be processed until your handwritten signature and payment is received.**

Step 1: Enter your identifying information and transcript order details. List where you would like the transcript to go directly to in the Recipient Fields. You will be given the opportunity to review/edit your order before proceeding to the payment options. To pay online with a card, select the PayPal icon.
Note: Express delivery cannot go to a Post Office Box (PO Box).

Step 2: Your **handwritten signature** is required before your transcript can be issued. Please print the *Step 2 Authorization Page*, sign it, and submit it by email, fax, or mail directly to our office. We are unable to accept typed, electronic signatures (ex. DocuSign) at this time.

If you have forms to send attached to your transcript, please order a **paper transcript** and **include the forms when submitting your signed Step 2 Authorization form.**

Note: Do not send sensitive information via fax. The IU Fax Service currently does not satisfy requirements that enable its use for receiving data that is regulated by PCI DSS, HIPAA, or FERPA.

[Request a Transcript](#)

Complete the instructions and order your transcript.

If you have any questions, please contact IU Bloomington at 812-855-4500.