



December 5, 2013

Dear

This letter is a reminder that Florida Tech requires *official transcripts* from all previously attended institutions. Your transfer credit evaluation will proceed upon receipt of the following official transcript(s).

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- w/credits and grading scale

Florida Tech considers transcripts to be *official only when the issuing institution mails the transcripts directly to Florida Tech*. Florida Tech does not recognize hand carried transcripts, even when in sealed envelopes, as being official. Please request the official transcript(s) and syllabi {original plus English translation} from the above institution(s) to be mailed directly to:

Florida Institute of Technology
Office of the Registrar
150 W University Blvd
Melbourne FL 32901-6975

You and your academic department will be notified by email once Florida Tech receives the official transcript.

Sincerely,

Coordinator
Transfer Credit Evaluation
Florida Institute of Technology
Office of Registrar
150 West Melbourne, FL 32901-7827
p321.674.7263
f321.674.7827
tcarty@fit.edu
www.fit.edu: