



If requesting by mail send to:
 Cashier's Office
 10501 FGCU Boulevard South
 Fort Myers, FL 33965-6565
 Local 239.590.7980 Fax 239.590.7983
 Toll Free 888.373.2040
 ORR@fgcu.edu

**Office of the Registrar
 Transcript Request Form**

- *You must have satisfied all financial obligations to the University* before your transcript can be issued.
- **There is a \$10.00 charge for each official FGCU transcript requested.**
- Transcripts are normally mailed/ready for pickup within two working days after the request is received. During peak periods – beginning or end of a term – requests will be processed within three to four working days.
- Fill out a request for each address to which you are sending copies. **Be sure to sign the bottom of the form.** Transcripts cannot be issued without the student's written permission (FERPA, 1974).

University Identification Number	Last Name	First	Middle/Maiden
Current Street Address/Apt Number	City/State/Zip	Name at time of enrollment (if different from above)	
Telephone Number	Email Address	Date of Birth	Last Term /Yr. Attended

Official transcripts are \$10.00 each . Transcripts will not be e-mailed or faxed to recipients.

I AM REQUESTING: "" ""Number of Copies : _____

Undergraduate coursework only/Bachelor's Degree Grad. coursework only/Master's Degree All coursework

Hold for Current Term Grades Hold until Degree is posted Process immediately

Transcript for pick-up (Transcripts not claimed within 30 days of printing will be discarded and must be reordered with full payment)

3rd Party Pickup: _____

**I authorize the person named above to pickup my transcripts
 (The designee above must present Photo ID)**

SEND TO: _____

TO ORDER TRANSCRIPTS IN PERSON: Take this signed request form to the Cashier's Office to pay for your request. **Bring paid receipt and this form to the Office of the Registrar for processing**

TO ORDER TRANSCRIPTS BY MAIL: Mail this signed request form to the Cashier's Office at the address listed above. Include a check or money order payable to Florida Gulf Coast University. Note your Identification Number on your check or money order.

SIGNATURE OF STUDENT (REQUIRED) _____ Date