

## 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:       Official Transcript      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 )

3<sup>rd</sup> 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**