

Records & Registration Transcript Request Form

Send to:
Cashier's Office
10501 FGCU Boulevard South
Fort Myers, FL 33965-6565
Local (239) 590-7980
Fax (239) 590-7983
ORR@fgcu.edu

- *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. Unofficial transcript is free of charge.**
 - 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

Transcripts will not be e-mailed or faxed to recipients.

I AM REQUESTING (Select one): ___ Official (\$10 each) ___ Unofficial (Free) **Number of Copies:** _____

- Undergraduate coursework only/Bachelor's Degree
 Graduate coursework only/Master's Degree
 All coursework
 Hold for Current Term Grades
 Hold until Degree is posted
 Process immediately
 Transcript for pick-up (**Unclaimed transcripts will be shredded after 30 days of printing and must be reordered with full payment**)
 3rd Party Pickup: _____

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

SEND TO: Name of Institution, Organization, or Person (**Full address information required, if transcript is being mailed**)

Street Address

City _____ State _____ Zip _____

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 Records & Registration 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