

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
esc@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 Enrollment Service Center 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