



# Official Transcript Request

- Transcripts will ***not*** be released if financial obligations have not been satisfied
- Please use a ***separate form*** if mailing to more than ***one address***
- A picture ***ID*** is required to pick up a transcript.
- Allow ***3 to 5*** working days for processing.
- All transcripts are ***\$10.00*** per copy

Z									
---	--	--	--	--	--	--	--	--	--

Student ID Number (Z#)

--	--	--	--	--	--	--	--

Date of Birth (MMDDYY)

\_\_\_\_\_  
 Last Name (Maiden Name) First Name Middle Name

\_\_\_\_\_  
 Street Address City State Zip

\_\_\_\_\_  
 Phone Number Fau Email Address

1.  **Send electronically** to participating schools
2.  **Pick Up** \_\_\_\_\_ Transcript(s)  
(#)
3.  **Mail** \_\_\_\_\_ Transcript(s)  
(#)

- \_\_\_\_\_ Now
- \_\_\_\_\_ After current term's grades are posted
- \_\_\_\_\_ After Degree is Posted
- \_\_\_\_\_ After Certifications are posted

Please use a separate form if mailing to more than one address

Send Transcript to:

\_\_\_\_\_  
 Name / Institution

\_\_\_\_\_  
 Attention to

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 City / State / Zip

Signature \_\_\_\_\_

Date \_\_\_\_\_