

## 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 **three to five** working days for processing.
- All transcripts are \$10 per copy. (Check or Money Order).
- Please attach any addendums you wish to be sent with this Official Transcript.
- Overnight and 2nd day mail use street address only, UPS does not deliver to PO boxes. (Please include a separate check or money order for UPS Overnight or 2nd Day delivery)

\_\_\_\_\_  
Date of Birth

Z								
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\_\_\_\_\_  
Student ID Number (Z#)

_____ Last Name	_____ (Maiden Name)	_____ First Name	_____ Middle Name
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_____ Street Address	_____ City	_____ State	_____ Zip
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_____ Phone Number	_____ FAU E-mail Address
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Check one: ☐ Pick Up \_\_\_\_\_ Transcript(s)  
(#)

☐ Mail \_\_\_\_\_ Transcript(s)  
(#)

☐ Overnight    ☐ 2nd Day    ☐ Regular Mail

☐ Now

☐ After current term's grades are posted

☐ After degree is posted

☐ After certifications are posted

*Please use a separate form for each address if mailing to more than one address.*

**Send Transcript(s) to:**

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date