

OFFICIAL TRANSCRIPT REQUEST

This form is only used for mail in requests

- 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

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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 (for Current Students)
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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