

Received by: _____

Date: _____

University of North Florida

TRANSCRIPT REQUEST FORM

- **There is an \$8.00 charge for each copy of your transcript. Payment must be submitted with request.** One Stop Student Services accepts check or money order only.
Please mail to: One Stop Student Services, 1 UNF Drive, Jacksonville, FL 32224
- UNF transcripts show only UNF courses. Transcripts of courses taken at other institutions must be requested from those institutions.
- **Requests cannot be processed if you have a financial hold due to a balance on your account.** (Please contact the Cashier's Office at 620-2472 before submitting the request to resolve any holds.)
- Transcripts are processed within approximately two working days after receipt of the request (if received before 3:00 p.m.).

Student Number: N _____ **Phone:** (____) _____ **E-mail address:** _____

Name: _____
(Last) (First) (Middle Initial)

Current Address: _____
(City) (State) (Zip code)

I would like to order _____ copies of my transcript.

Please process this request:

- immediately
- after the _____ semester grades** are posted
- after degrees** are posted

Transcripts **will be mailed** if an address is listed below. Otherwise, leave blank.

To obtain:

- I will pick up my transcripts.
- Please mail my transcripts.
- Electronically send transcripts (**some** public institutions within state of Florida only)
- I have included an attachment
- I am sending the individual named below to pick up my transcripts.

In accordance with the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, as amended, student's academic records are classified as confidential and may not be released to anyone other than the student without the student's written authorization and signature.

I give _____ permission to pick up my transcripts.
Name of individual (This person must present valid photo I.D.)

Student's Signature _____ **Date** _____