**Transcript Request Form**

- Please see below for transcript fees. **Payment must be submitted with request.** One-Stop Student Services accepts U.S. check or money order only. Checks should be made out to “University of North Florida”. Mailed requests and payments should be sent to: University of North Florida, Attention Registrar’s Office, 1 UNF Drive, Jacksonville, FL 32224.
- UNF transcripts show UNF courses. Transcripts of courses taken at other institutions must be requested from those institutions.
- Requests cannot be processed if you have certain holds such as financial, conduct, default or exit counseling. (Please check myWings for any holds on your account and contact the appropriate office.)
- Requests will be processed within 2-3 business days **(additional processing time may be required during peak periods)**

<table>
<thead>
<tr>
<th>Student Number: N________________________</th>
<th>Phone: (               )___________________________________________</th>
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| Name: ______________________________________________________________________________________________________ |
| (Last) (First) (Middle Initial) |

**Pick Up Options:**

- While I Wait. $8.00/transcript + $2.00/processing fee = $10.00 per copy _______ copies requested
- Standard Pick Up (ready for pick up within 2-3 business days) $8.00 per copy _______ copies requested
- Standard Pick Up After My Grades Have Posted for the ____________ Semester $8.00 per copy _______ copies requested
- Standard Pick Up After My Degree Has Posted for the ____________ Semester $8.00 per copy _______ copies requested

☐ I am sending the individual named below to pick up my transcript:

I give_____________________________________________________________ permission to pick up my transcripts.

Name of individual (this person must present valid photo ID)

Note: In accordance with the Family Educational Rights and Privacy Act, student academic records are classified as confidential and may not be released to anyone other than the student without the student’s written authorization and permission.

**Mailing Options:**

UNF does not mail paper transcripts to Florida public institutions of higher education that accept electronic transcripts unless Express Mail is requested or if an attachment must be submitted with the transcript.

- Standard Mail (transcripts mailed within 2-3 business days of receipt of request)* $8.00 per copy _______ copies requested
- Express Mail. $8.00/transcript + $15.00/express mail fee = $23.00 per copy _______ copies requested

**NOTE: Express Mail cannot be requested for delivery to PO Boxes or APO, FPO, or DPO addresses.**

- Standard Mail After My Grades Have Posted for the ____________ Semester $8.00 per copy _______ copies requested
- Standard Mail After My Degree Has Posted for the ____________ Semester $8.00 per copy _______ copies requested

Please mail my transcripts to:

__________________________________________________________________
__________________________________________________________________

**Electronic Delivery**

UNF can electronically send transcripts to Undergraduate (UG) Admissions for some postsecondary public institutions only within the State of Florida. Electronic delivery of transcripts take from 3-10 business days depending on the receiving school’s electronic system. **Electronic delivery is not immediate!**

- Send Electronically (only for UG Admissions to some FL public institutions) $8.00 per copy _______ copies requested
- Send Electronically After My Grades Have Posted for the ____________ Semester $8.00 per copy _______ copies requested
- Send Electronically After My Degree Has Posted for the ____________ Semester $8.00 per copy _______ copies requested

Please send my transcript electronically to: __________________________________, __________________________________

**Student Signature:** ________________________________________________ **Date:** __________________________

Received by: ___________________________ **Date:** ________________ **Revised 07/09/18** **Date:** ___________________________

Processed by: ___________________________