



Military/Veteran Transcript Request Form

Pursuant to Florida Statute 1009.26, UNF will waive the transcript fee for a current or former student who is active-duty or an honorably discharged veteran of the United States Armed Forces and their spouse and dependent(s) (under age 26).

- **Photo ID of the student/alumni and acceptable documentation (outlined below)** must be provided with this form.
- When emailing this form, send to **records@unf.edu** using the subject line **"Military Transcript Request."**
- Forms/documentation can also be submitted by mail to: **UNF Attn: Registrar's Office, 1 UNF Drive, Jacksonville, FL 32224.**
- Please allow 3-5 **business** days for processing (*additional time is required during peak periods*).
- Requests may not be processed if certain holds are listed on the student record.
- **NOTE: Up to 3 requests may be submitted per calendar year. Electronic transcripts only - no printed/mailed transcripts.**

UNF Student ID#: N _____ Phone: (_____) _____

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

(Legal Name on File/During Last Attendance) (Date of Birth)

(Preferred E-mail Address) (Graduation Year/Last Year Attended)

Acceptable Documentation:

ALL REQUESTS MUST INCLUDE:

- **Government-issued photo ID card or passport**
- *Copies of military ID cards should not be submitted and will not be accepted.*

☐ Check here if you already have documentation (examples below) on file with the Registrar's Office.

Active Duty or Honorably Discharged Veteran

- Proof of Service Statement or Letter
- Copy of most recent orders
- Copy of most recent LES
- DD Form 214 (or DD Form 215)
- DD Form 256 (Certificate of Honorable Discharge)

Spouse of Active Duty or Honorably Discharged Veteran

- Copy of DEERS Form 1172
- A copy of the marriage certificate in addition to documentation verifying the military status of the spouse

Dependent of Active Duty or Honorably Discharged Veteran

- Copy of DEERS Form 1172
- A copy of the dependent's birth certificate in addition to documentation verifying the military status of the

Electronic Transcript Delivery:

(Reminder: only 3 requests may be submitted per calendar year)

Military transcript requests cover electronic transcripts only. If a paper copy is required, it must be ordered through Parchment at the student's expense.

☐ Send to a Florida public college or university:

Institution Name: _____

☐ Send to specific person/email address:

Recipient Name: _____

Recipient Email: _____

By signing the below, I am authorizing the University of North Florida (UNF) to release my transcripts to the requested recipient(s). I understand that UNF may not process this request if I have any outstanding holds that would prevent the release of academic records.

Student Signature: _____ Date: _____

REGISTRAR'S OFFICE USE ONLY

Received by: _____

Processed by: _____

Date: _____

Date: _____