

Date: \_\_\_\_\_

## **Military 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 requestor and acceptable documentation (outlined below) must be provided together 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).

UNF Student ID#: N	_ Phone: (	)
Name:		
(Last)	(First)	(Middle Initial)
(Name while in attendance)		(DOB)
(E-mail Address)		(Grad Year/Last Year Attended)
Acceptable Documentation:	Transcript Delivery Options:	
IMPORTANT: Copies of military ID cards should not be submitted and will not be accepted.	(Reminder: only 3 requests may be submitted per calendar year)	
<ul> <li>Active Duty or Honorably Discharged Veteran         <ul> <li>Proof of Service Statement or Letter</li> </ul> </li> <li>Copy of most recent orders</li> <li>Copy of most recent LES</li> <li>DD Form 214 (or DD Form 215)         <ul> <li>Check here if your DD214 is already on file in the Registrar's Office</li> </ul> </li> <li>DD Form 256 (Certificate of Honorable Discharge)</li> <li>Spouse of Active Duty or Honorably Discharged Veteran         <ul> <li>Copy of DEERS Form 1172</li> <li>A copy of the marriage certificate in addition to documentation verifying the military status of the spouse</li> </ul> </li> </ul>	Recipient Name Address  If the above recipient Admissions in a State transcript will be sent Electronic delivery of depending on the receipient and the receipient of the receipient will be sent the section of the receipient and the	is intended for the purpose of Undergraduate of Florida public post-secondary institution, the t electronically via the State EDI (FASTER) system. transcripts can take between 3-10 business days eiving school's electronic system and processing
<ul> <li>Dependent of Active Duty or Honorably Discharged Veteran</li> <li>Copy of DEERS Form 1172</li> <li>A copy of the dependent's birth certificate in addition to documentation verifying the military status of the person claiming the dependent</li> </ul>	time. Please note, electronic delivery is not immediate.    Send PDF transcript via E-mail to:  Recipient Name:  Recipient Email:	
By signing the below, I am authorizing the University of North Florid that UNF may not process this request if I have any outstanding hole	a (UNF) to release my trai	nscripts to the requested recipient(s). I understand
Student Signature:		Date:

Revised 08/14/24

Parchment DID: