

- **Please see below for transcript fees. Payment must be submitted with request.** Payment options include U.S. check or money order only- **NO CASH**. 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 loan exit counseling.**
(Please check myWings for any holds on your account and contact the appropriate office)

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

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

Mailing Options:

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

Standard Mail (*transcripts mailed within 2 business days of receipt of request*) \$8.00 per copy _____ copies requested

Express Mail (\$8 transcript fee + \$15 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

Veteran Request (**Subject to departmental review for compliance with regulatory requirements; Standard Mailing Option Only**)-

This option is for the Registrar's Office to issue a free transcript to active duty military members and veterans and their family members. Documentation of military or veteran status is required; form and documentation of status can be mailed to the address above or emailed to records@unf.edu.

Please mail my transcripts to the following recipient and address:

Electronic Delivery

UNF can electronically send transcripts to **some** public institutions within the State of Florida. Electronic delivery of transcripts can take from 3-10 business days depending on the receiving school's electronic system. **Electronic delivery is not immediate.**

Send Electronically \$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 electronically send my transcript to: _____

Student Signature: _____

Date: _____

Received by: _____

Processed by: _____

Date: _____

Revised 09/09/20

Date: _____