

# Official Transcript Request Form

To obtain a copy of

please complete one request form for each addressee. Outstanding financial obligations to the University of Tampa must be satisfied before a transcript can be issued. Please enclose check or money order made out to The University of Tampa for \$10.00 per official transcript copy. Upon receipt, transcript requests by mail are processed ~~Z L W K L Q~~ business days, while express requests are processed within 1-2 business days. Official transcripts include both undergraduate and graduate work.

Student Information:

Last, First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Student ID Number: \_\_\_\_\_  
 2 W K S U Q W L I \ L Q J : , Q I R U P D W L R Q

Name While Attending: \_\_\_\_\_  
 (if different)

Address: \_\_\_\_\_

City: \_\_\_\_\_

State, Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Approximate Dates of Attendance:

From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_ Send Transcript To:

Organization: \_\_\_\_\_

Attention To: \_\_\_\_\_

Address: \_\_\_\_\_  
 (Express cannot be sent to a P.O. Box)

City: \_\_\_\_\_

State, Zip Code: \_\_\_\_\_

Choose one:

\_\_\_\_\_ Send now

\_\_\_\_\_ Hold for posting of degree

\_\_\_\_\_ Hold for posting of grades for \_\_\_\_\_ term

I acknowledge that regular First Class U.S.P.S. mail does not provide tracking, and therefore there is no guarantee of delivery.

Student Signature \_\_\_\_\_  
 AU 1/2 A B 1 2 3 4 5 6 7 8 9 10 11 12 express

\_\_\_\_\_ \$50.00 + \_\_\_\_\_

express shipment recipient phone: \_\_\_\_\_  
 ( \_\_\_\_\_ )

total payment included \_\_\_\_\_

Checks should be made payable to The University of Tampa  
 \* \* \* \* \*

FOR OFFICE USE ONLY:

Amount Paid: \_\_\_\_\_

CASH  CHECK # \_\_\_\_\_