

Transcript Request Form

- **Please see below for transcript fees. Payment must be submitted with request.** One Stop Student Services accepts check or money orders 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 like financial, conduct, default or exit counseling.** (Please check myWings for any holds on your account and contact the appropriate office.)
- Requests received after 2pm will be processed the next business day.

Student Number: N _____ Phone: () _____

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 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 transcripts:

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 will 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. \$8.00/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 **some** public institutions and 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 (transcripts sent electronically within 2 business days of receipt of request)
- ☐ 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 8/13/2014

Date: _____