

Transcript Request

\$10.00 Per Copy



Student Success

Office of the Registrar

PDF COPIES ARE EXCLUSIVELY OFFERED ONLINE ONLY. Unpaid and unsigned transcript requests cannot be processed. Transcripts for mailing or pick-up are ready within two business days upon receipt of complete authorized requests, except during peak periods. Mailed orders may take longer depending on destination. Submit a separate request for each address to which you want a copy sent.

TRANSCRIPTS CANNOT BE ISSUED UNLESS ALL FINANCIAL AND ADMINISTRATIVE OBLIGATIONS ARE SATISFIED.

Name _____ USFID Number _____

Email _____ Number of Copies _____ Date of Birth _____

SPECIAL INSTRUCTIONS:

Notarized Transcript

Hold for:

Current Term Grades: Spring / Summer / Fall Year _____

Current Term Degree Posted: Spring / Summer / Fall Year _____

TO ORDER TRANSCRIPTS IN PERSON

Complete this form and bring it to the Office of the Registrar along with a credit card for payment; no other form of payment is accepted in person. Once payment is confirmed, your transcript(s) will be released.

Send Transcript to: (please keep address on lines)

Name/Company: _____

Street Address: _____

City/State/Zip: _____

Attn/Addtl Info: _____

Pick up in the Office of the Registrar

TO ORDER TRANSCRIPT BY MAIL

Attach your check or money order (\$10 per copy) made payable to the University of South Florida to this form and mail to:

**Transcript Request
USF Student Payments
P.O. Box 946571
Atlanta, GA 30394-6571**

Student Signature _____ Date _____

FOR OFFICE USE ONLY:

Date _____ Payment Type _____

Amount Received _____ Initials _____

UNIVERSITY OF SOUTH FLORIDA | UNIVERSITY OF SOUTH FLORIDA | UNIVERSITY OF SOUTH FLORIDA | UNIVERSITY OF SOUTH FLORIDA | Submit questions to: WU@crae&i]cO^•-É^á`