



# Official Transcript Request Form

To obtain a copy of your student transcripts, please send the completed form below to:

The University of Tampa  
Office of the Registrar  
401 W. Kennedy Blvd.  
Tampa, FL 33606-1490

Please complete one request form for each addressee. All outstanding financial obligations to the University of Tampa must be satisfied before a transcript can be issued. **Please enclose a 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 within 10 business days, while express domestic and express international 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: \_\_\_\_\_

Other Identifying Information: \_\_\_\_\_

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:** \_\_\_\_\_  
*(Must be signed to process request)*

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

\_\_\_\_\_ copies of official transcript(s) x**\$10.00**  
(regular First Class U.S.P.S. mail—no fee)

**plus optional domestic express \$10.00** + \_\_\_\_\_

**plus optional international express \$50.00** + \_\_\_\_\_

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

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

**Checks should be made payable to The University of Tampa.**  
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**FOR OFFICE USE ONLY:**

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

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