

UFID Number \_\_\_\_\_

Social Security Number \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Maiden/Other Names Used \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

First/Last Enrollment Terms (MM/YY-MM/YY) \_\_\_\_\_ UF Degree(s) Earned \_\_\_\_\_ Location (campus, Continuing Ed, correspondence, other) \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_  
Street City State Zip

Daytime Telephone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**Nonrefundable Transcript Fees**

\$6 Per Transcript/Current Students (currently registered or were registered in the immediate prior term)

\$12 Per Transcript/Non-Enrolled Students (have not been registered for at least two terms)

Payment must be made at the time of the request.

- Before ordering, verify that all updates include current term grades, grade changes and that degree remarks have been placed on your transcript by viewing your unofficial transcript on ISIS.
- Update your address (current local and permanent mailing) on the UF directory (my.ufl.edu > My Account > Update My Directory Profile) or send a written, signed request to update your address.
- Transcripts cannot be released until all UF financial obligations are satisfied. Orders not processed within 60 days will expire and all payments will be forfeited. A new order with payment will be required. If necessary, contact University Financial Services, 113 Criser, 352-392-0181.
- Transcript requests are processed within 5-7 business days and are sent through regular mail.
- If you attended prior to Fall 1977, please allow 7-10 business days to process and mail a request.
- We cannot confirm the receipt of a request until it has been processed.

I certify that I am the above-named student and authorize the release of my transcript to the address(es) below:

Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of copies: \_\_\_\_\_

Number of copies: \_\_\_\_\_

Special Request: \_\_\_\_\_

Enclosed please find \$ \_\_\_\_\_ based on transcript fee above. A check or money order payable in U.S. dollars to the University of Florida is enclosed for the full amount.

Mail your request to:  
Office of the University Registrar  
**Attn: Transcript Order**  
PO Box 114000 / 222 Criser Hall  
Gainesville, FL 32611-4000