Transcript Request Form
REGISTRAR'S OFFICE
University of Central Florida
P.O. Box 160114, Orlando, FL 32816-0114
407-623-3100; E-mail: registrar@mail.ucf.edu

Please type or print all sections below legibly or transcript processing will be delayed.

PID

Name:
Last
First
Middle
Maiden/Previous

Birth Date: __/__/__ Email: __________ Daytime Phone #: __________

Your Current Mailing Address:
Street

City, State, Zip

I will pick up my transcripts.
3rd Party Pickup (if applicable):

Number of transcripts to be sent to me at this address.
I authorize the person named as 3rd party to pick up my transcripts (The designee above must present photo ID).

Number of transcripts to be picked up.

Send Transcripts to Other Addresses Listed Below: (You may list additional addresses on separate sheet if necessary)
The Registrar's Office is not responsible for an incorrect address provided by you. It is your responsibility to check the address for accuracy. If it is incorrect and cannot be delivered, you will have to request and pay for another official transcript with the correct address.

Name

Address 1

Address 2

City, State ZIP

Name

Address 1

Address 2

City, State ZIP

Number of transcripts to be sent to this address.

Current Enrolled Students:

Hold until Degree is posted on __/__/__ GPA is calculated for _______ semester.

(estimated graduation date)

Hold until Grade Change for _______ is completed.

(courses and semester)

Hold until Name Change is completed.

Total Charges: $15 per copy x ______ copies = Total Charge $ ______

Please enclose a check or money order (CASH NOT ACCEPTED) made payable to the University of Central Florida for the total amount or provide an Amex, Discover, MasterCard, or Visa card number and expiration date below, and the appropriate amount will be charged to your credit card.

Signature: ___________________________ Date: __________

Requests require Two (2) Business Days to process.
Allow up to 7 business days during busy registration periods and just following Commencement.

Be sure to sign above. UNSIGNED FORMS CANNOT BE PROCESSED! INCOMPLETE FORMS CANNOT BE PROCESSED!