

REGISTRAR STAFF ONLY	
Date Received:	_____
Received By:	_____
Date Processed:	_____
Mailed/USPS	Electronically Sent

Official Transcript Request

Please complete all required fields in pen, and submit completed form and payment to the Bursar's Office (Wellness Center, Room 1103). Transcript requests will not be processed if there are any holds on a student's account or fees owed to the university. Please allow up to five business days for processing.

TERMS & CONDITIONS
1. \$10 USD fee per transcript can be paid via your CAMS account or in person with your request at the Bursar's Office.
2. Mailed requests accepted with check or money order, made payable to Florida Polytechnic University .
3. Requests can be emailed to the Bursar's Office at bursar@floridapoly.edu or mailed to: Florida Polytechnic University, Bursar's Office, 4700 Research Way, Room 1103, Lakeland, FL 33805
4. Transcripts will not be released if there is a balance on a student's ledger; it must be paid in full

LAST: _____ FIRST: _____ MI: _____

STUDENT UID: _____ EMAIL: _____@floridapoly.edu

MAIDEN/OTHER NAMES USED: _____ DATE OF BIRTH: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ (Home or Cell) EMAIL: _____@floridapoly.edu

Step 1: Transcript Process Instructions

Pickup
 Process/Send Now
 Hold for Current Semester Grades
 Hold for Degree Awarded
 Other: _____

Step 2: Transcript Delivery Address (separate form required for each additional address)

School/Business Name: _____ Attention/Department: _____
 Address: _____ City: _____ State: _____ Zip: _____

Step 3: Student Certification

I certify I am the above named student and authorize the release of my transcript to the address indicated above.
 Student Signature: _____ Date: _____

BURSAR'S OFFICE USE ONLY			
Date Transcript Fee Paid:	_____	Receipt Ref#:	_____
		Fee Received By:	_____
Complete as applicable:	<input type="checkbox"/> Student Ledger Paid	<input type="checkbox"/> Hold Removed	Effective Date: _____