

This request form should be utilized by students who are unable to order a transcript online at <http://my.fiu.edu>.

Students should complete one form per transcript request. All transcripts cost **\$10.00** each.

**Directions: Please fill out this form in its entirety and submit in person (MMC PC 130; BBC AC1 100) or by mail to one of the addresses shown at the bottom of this form with your check or money order payment.**

Name: \_\_\_\_\_ Panther ID: \_\_\_\_\_  
Last Name First Name MI

Student Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

If you attended prior to 1993, please include your SSN: \_\_\_\_\_

**Please indicate the type of transcript you are requesting:**

Undergraduate and/or Graduate     LAW ONLY     LAW with Undergraduate/Graduate

Number of Copies: \_\_\_\_\_ X \$10.00 EACH = \$ \_\_\_\_\_

**Transcript Options (select only ONE per Transcript Request Form).**

\*\*\*Transcript Requests submitted in person can take up to **5 business days** to process.

**Pick-up**  
You will need a photo ID to pick-up your transcript. If you would like someone else to pick-up your transcript, please provide him/her with a signed letter authorization and a copy of your photo ID. Your authorized agent will also need to present his/her photo ID at the time of pick-up.

**Electronic (NOT email)**  
FIU Electronic Transcripts can ONLY be sent to other state schools. These are NOT sent by email. Please specify the school you would like your transcript sent to in the space below.

Name of School: \_\_\_\_\_

Campus Address: \_\_\_\_\_  
Street Address City Zip Code

**Mail Transcript**  
FIU sends transcripts by United States Postal Service.

Send to: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip Code

**Special Instructions:**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Office Use ONLY:**

Verified – No holds – Staff Initials: \_\_\_\_\_