Transcript Request Form

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: ____________________

Florida International University • Modesto A. Maidique Campus • 11200 SW 8th Street • PC 130 • Miami, FL 33199 • 305.348.2320
Biscayne Bay Campus • 3000 NE 151st Street • AC1 100 • North Miami, FL 33181 • 305.919.5750

Updated: 10/08/2013 CF/SR