



Unofficial Transcript Request Form

Please complete one request form for each addressee. Upon receipt, official transcript requests are processed within 7 business days. Unofficial transcripts are processed within 3 business days. Please include both undergraduate and graduate work. There is no fee for an unofficial transcript.

Student Information:

Last, First Name: _____

Date of Birth: _____

Student ID Number: _____
 or
 2WKHU , GHQWLI\ LQJ , QIRUPDWLRQ

Name While Attending: _____
 (if different)

Address: _____

City: _____

State, Zip Code: _____

Telephone #: _____

Email Address: _____

Approximate Dates of Attendance:
 From: _____ To: _____

Send Transcript To:

Organization: _____

Attention To: _____

Address: _____

City: _____

State, Zip Code: _____

Choose one:

Send now

Hold for posting of degree

Hold for posting of grades for _____ term

I acknowledge that regular First Class U.S.P.S. mail does not provide tracking, and therefore there is no guarantee of delivery.

Student Signature

Please send this completed form to:

1. transcripts@ut.edu
2. or mail to:
 The University of Tampa
 Office of the Registrar, Box N
 401 W. Kennedy Blvd.
 Tampa, FL 33606-1490
3. or fax to:
 (813) 258-7238