

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 SASC-1st Floor; 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 Modesto A. Maidique Campus*** *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.
- Pick-up Biscayne Bay Campus***

- 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: _____