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 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 of 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: ___________________________