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.

*If you are waiting for recent grades or a degree to be conferred on your transcript, please check your unofficial transcript prior to submitting request. Please ensure there no holds barring you from requesting a transcript* (i.e. Parking, Past Due Account, etc.)

Directions: Please fill out this form in its entirety and submit in person (MMC PC 130; BBC AC 100).

Name: ______________________________________________________________________ Panther ID: _____________________

Last Name    First Name   MI

Student Address: _____________________________________________________________________________________________

City: _________________________________ State: ______ Zip Code: ___________ Phone: ________________________________

If you attended prior to 1994 (Legacy student), 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 Transcript Request(s): ___________ 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 them with a signed letter authorizing them to do so with 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 EDI (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: _____________________________________________________________________________________

☐ Mail Transcript with Attachment: FIU sends transcripts by United States Postal Service, Ground Mail. Please note that the US Postal Service may require an additional 3-5 business days for delivery.

Send to: _____________________________________________________________________________________________

Address: _____________________________________________________________________________________________

Special Instructions:

______________________________________________________________________________________________

Student Signature: ____________________________________________ Date: ______________________

For Office Use ONLY:  

Verified – No holds – Staff Initials: __________________

Florida International University · Modesto A. Maidique Campus · 305.348.2320

Biscayne Bay Campus · 305.919.5750

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