

This form is for FIU students who are active duty military, honorably discharged veterans of the United States Armed Forces, spouse and/or dependents who are eligible for a transcript fee waiver under [F.S. 1009.26 \(17a\)](#). The waiver will cover the \$10 transcript cost. Additional services such as tracking and express mail are NOT covered by the waiver. To use any tracking or express service, the student must provide the appropriate pre-paid envelope or paperwork to the Office of the Registrar in advance of sending the transcript(s).

You must be confirmed as a student, dependent and/or spouse who meets the criteria above by the FIU Veteran and Military Affairs Office (VMA). If you meet the criteria above and have already provided documentation to the FIU VMA Office, please email this completed form to transcripts@fiu.edu to request your official transcripts. If you have not been verified by the FIU VMA office, please complete the electronic VMA Student Intake Form, located on the [FIU VMA website](#), prior to requesting your transcripts.

Complete one form per transcript request and fill out this form in its entirety. The transcript will not be released if the student has a University financial liability and/or a defaulted student loan. Other holds may prevent the release of official transcripts. Students should contact the department who assigned the hold if clarification is needed.

ATTENTION: If you are currently enrolled or have just completed your course(s), please verify through my.fiu.edu that your grades are posted and correct **BEFORE** ordering transcripts. If your grades are not on my.fiu.edu, please contact your instructor.

Name: _____ Date of Birth (Enter as MMDDYYYY): _____

Last Name First Name MI

Panther ID (or SSN If you attended prior to 1993): _____

Dates of Attendance (provide years): From: _____ To: _____

Student e-mail: _____ Phone: _____

Veteran Active duty military Spouse/Dependent

Part I: Indicate the following transcript options:

Type of transcript:

Undergraduate and/or Graduate LAW ONLY

Type of service (select one):

Hard Copy (Mailed)
Delivery can take 5-10 business days. Additional time may be required for international addresses.

Enter recipient information:

Country: _____

Name: _____

Attention/ Department: _____

Address 1: _____

Address 2: _____

City, State, Zip Code: _____

Are you providing any attachments: Yes, include attachments to this transcript request No

SUBMISSION INSTRUCTIONS

1) Submit completed form and any attachments to transcripts@fiu.edu

Do you need your transcript notarized? Notarization of FIU transcripts for the purpose of apostilles is free of charge to students and alumni. Notarized transcripts can be picked up on Modesto Maidique Campus, at PC 135 window.

Yes (will/ will not pick up at FIU) No

Electronic (Secured PDF Format)
Processed within 1-2 business days after order has been authorized.

Enter recipient email address: _____

Provide additional information if transcript is for Application Services such as AMCAS, LSAC, PHARMCAS, etc. _____

Electronic (EDI) – for Florida Public Colleges and Universities or other institutions outside of Florida which participate in this process
Processed within 1-2 business days after order has been authorized.

Enter name of institution: _____

Special Instructions:

Student Signature: _____ **Date:** _____

For Office Use Only:

Validated by VA Office

Verified – No Holds

Registrar Staff Authorizing Request: _____

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