

\$10.00 Fee for each transcript requested

**University of West Florida
Office of the Registrar**

**11000 University Parkway
Pensacola, FL 32514-5750**

TRANSCRIPT REQUEST

Phone (850) 474-3370

Name: _____ UWF I.D. Number or SSN: _____

Other/Maiden Names: _____ Date of Birth: _____

Address: _____ Daytime Phone: _____
Number and Street

City _____ State _____ Zip _____ E-mail Address: _____

DELIVERY METHOD (select one)

___ Mail to:

of Copies: _____
If mailed to more than one recipient
please complete separate forms.

___ Hold for PICK UP by:

Indicate name of person who will pick up transcript
(person picking up transcript must present picture I.D.)

Transcripts ordered for pick up will be held for 2 weeks and then destroyed. Student will be responsible for submitting a subsequent request and payment.

SPECIAL INSTRUCTIONS

- Mail when Degree is posted: Semester Graduation _____
Associate ___ Bachelor's ___ Master's ___ Specialist ___ Doctoral ___
- Mail when Grade changed: Semester of Course _____
Course _____ from Grade of _____ to Grade of _____
- Mail when Current Term Grades are posted.
- Suppress Transfer Work *(Undergraduate degree-seeking students who began enrollment at UWF Spring Semester 1994 or later or who were readmitted Spring Semester 1994 or later will have transfer work reflected on the UWF transcript unless box is checked.)*
- Other Instructions _____

STUDENT CHECK LIST

1. Complete this form in its entirety.
2. Sign the form below.
3. Include \$10.00 cash, check, or money order (payable to the University of West Florida) for each transcript requested and mail to Registrar's Office, UWF, 11000 University Parkway, Pensacola, FL 32514-5750.
4. Confirm that you do not have any financial obligations to the University, which will prevent the processing of your transcript request.

*Transcripts are usually processed by noon of the following day **EXCEPT** during peak registration or grade processing periods. A sign will be posted during these periods.*

STUDENT'S SIGNATURE **DATE**

Office Use Only:

Clerk Date

Rev. 6/09

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