



## Unofficial Transcript Request Form

Please complete one request form for each addressee. Upon receipt, unofficial transcript requests are processed in up to 10 business days. **Transcripts are NOT emailed due to FERPA regulations.** Transcripts include both undergraduate and graduate work. There is no fee for an unofficial transcript. Please submit this form with a handwritten (not typed) signature for processing.

### Student Information:

Last, First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

or  
Other Identifying Information: \_\_\_\_\_

Name While Attending: \_\_\_\_\_  
(if different)

Address: \_\_\_\_\_

City: \_\_\_\_\_

State, Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Approximate Dates of Attendance:

From: \_\_\_\_\_ To: \_\_\_\_\_

### Send Transcript To:

Organization: \_\_\_\_\_

Attention To: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State, Zip Code: \_\_\_\_\_

### Choose one:

\_\_\_\_\_ Send now

\_\_\_\_\_ Hold for posting of degree

\_\_\_\_\_ Hold for posting of grades for \_\_\_\_\_ term

*I acknowledge that regular First Class U.S.P.S. mail does not provide tracking, and therefore there is no guarantee of delivery.*

**Student Signature:** \_\_\_\_\_  
*(Must be signed to process request, not typed)*

Date: \_\_\_\_\_

### Please send this completed form to:

1. [transcripts@ut.edu](mailto:transcripts@ut.edu)
2. or mail to:  
The University of Tampa  
Office of the Registrar, Box N  
401 W. Kennedy Blvd.  
Tampa, FL 33606-1490
3. or fax to:  
(813) 258-7238

*Revised 07/2021*