Transcript Request Form

To obtain a copy of your student transcripts, please send the completed form below to:

The University of Tampa  
Office of the Registrar  
401 W. Kennedy Blvd.  
Tampa, FL 33606-1490

Please complete one request form for each addressee. All outstanding financial obligations to the University of Tampa must be satisfied before a transcript can be issued. Please enclose a check made out to The University of Tampa for $6.00 per official transcript copy. Upon receipt, transcript requests by mail are processed within 5-7 business days. Official transcripts include both undergraduate and graduate work.

<table>
<thead>
<tr>
<th>THE UNIVERSITY OF TAMPA</th>
<th>TRANSCRIPT REQUEST FORM</th>
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</thead>
<tbody>
<tr>
<td>Office of the Registrar</td>
<td>Approximate Dates of Attendance:</td>
</tr>
<tr>
<td>401 W. Kennedy Blvd.</td>
<td>From: ___________ To: ___________</td>
</tr>
<tr>
<td>Tampa, FL 33606-1490</td>
<td>Choose one:</td>
</tr>
</tbody>
</table>

- Send now
- Hold for posting of degree
- Hold for posting of grades for (circle appropriate term below):
  - Fall
  - Spring
  - Summer I
  - Summer II

Student Signature: ____________________________  
(Must be signed to process request)

Date: ____________________________

Please enclose $6.00 per official transcript copy. Checks, money orders or cash are accepted. Checks should be made payable to The University of Tampa.

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FOR OFFICE USE ONLY:

Date Request Received: ____________________________

Transcript Sent: ____________________________

Amount: Paid/Due: ____________________________