The University Of
TAMPA

Official 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 or money order made out to The University of Tampa for $10.00 per official transcript copy.** Upon receipt, transcript requests by mail are processed within 10 business days, while express domestic and express international processed within 1-2 business days. Official transcripts include both undergraduate and graduate work.

Student Information:

Last, First Name: _____

Date of Birth: _____

Student ID Number: _____

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: _____
(Express cannot be sent to a P.O. Box)

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)

Date: _____

____copies of official transcript(s) x**$10.00**
(regular First Class U.S.P.S. mail—no fee) $ 0

plus optional domestic express $10.00 +

plus optional international express $50.00 +

express shipment recipient phone:
( )

total payment included $ 0

Checks should be made payable to *The University of Tampa*.

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FOR OFFICE USE ONLY:

Amount Paid: _____

CASH ☐ **CHECK #** _____ ☐

Revised 07/2021