



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
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

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