



Office of the Registrar
Transcript Request Form

If requesting by mail send to:
Cashier's Office
10501 FGCU Boulevard South
Fort Myers, FL 33965-6565
Local (239) 590-7980
Fax (239) 590-7983
Toll Free 888-373-2040
ORR@fgcu.edu

- You must have satisfied all financial obligations to the University before your transcript can be issued.
There is a \$10.00 charge for each official FGCU transcript requested.
Transcripts are normally mailed/ready for pickup within two working days after the request is received.
Fill out a request for each address to which you are sending copies. Be sure to sign the bottom of the form.

University Identification Number Last Name First Middle/Maiden
Current Street Address/Apt Number City/State/Zip Name at time of enrollment (if different from above)
Telephone Number Email Address Date of Birth Last Term /Yr. Attended

Official transcripts are \$10.00 each. Transcripts will not be e-mailed or faxed to recipients.

I AM REQUESTING: Official / Unofficial Number of Copies:
(Circle one)

Undergraduate coursework only/Bachelor's Degree Grad. coursework only/Master's Degree All coursework
Hold for Current Term Grades Hold until Degree is posted Process immediately
Transcript for pick-up (Transcripts not claimed within 30 days of printing will be discarded and must be reordered with full payment)
3rd Party Pickup:

I authorize the person named above to pick up my transcripts
(The designee above must present Photo ID)

SEND TO: Name of Institution, Organization, or Person (Full address information required, if transcript is being mailed)

Street Address
City State Zip

TO ORDER TRANSCRIPTS IN PERSON: Take this signed request form to the Cashier's Office to pay for your request. Bring paid receipt and this form to the Office of the Registrar for processing.

TO ORDER TRANSCRIPTS BY MAIL: Mail this signed request form to the Cashier's Office at the address listed above. Include a check or money order payable to Florida Gulf Coast University. Note your Identification Number on your check or money order.

SIGNATURE OF STUDENT (REQUIRED) Date