



## Unofficial Transcript Request Form

Please complete one request form for each addressee. Upon receipt, official transcript requests are processed. Unofficial transcript requests are processed within 7 business days. Unofficial transcript requests include both undergraduate and graduate work. There is no fee for an unofficial transcript.

Student Information:

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

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

Student ID Number: \_\_\_\_\_  
 or  
 2WKHU , GHQWLI\ LQJ , QIRUPDWLRQ

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

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