

Transcript Request

\$10.00 Per Copy



UNIVERSITY of
SOUTH FLORIDA

Student Success
Office of the Registrar

PDF COPIES ARE EXCLUSIVELY OFFERED ONLINE ONLY. Unpaid and unsigned transcript requests cannot be processed. Transcripts for mailing or pick-up are ready within two business days upon receipt of complete authorized requests, except during peak periods. Mailed orders may take longer depending on destination. Submit a separate request for each address to which you want a copy sent.

TRANSCRIPTS CANNOT BE ISSUED UNLESS ALL FINANCIAL AND ADMINISTRATIVE OBLIGATIONS ARE SATISFIED.

Name _____ USFID Number _____

Phone _____ Number of Copies _____ Date of Birth _____

SPECIAL INSTRUCTIONS:

Notarized Transcript

Hold for:

Current Term Grades: Spring / Summer / Fall Year _____

Current Term Degree Posted: Spring / Summer / Fall Year _____

TO ORDER TRANSCRIPTS IN PERSON

Complete this form and bring it to the Office of the Registrar along with a credit card for payment; no other form of payment is accepted in person. Once payment is confirmed, your transcript(s) will be released.

Send Transcript to: *(please keep address on lines)*

Name/Company: _____

Street Address: _____

City/State/Zip: _____

Attn/Add'l Info: _____

Pick up in the Office of the Registrar

TO ORDER TRANSCRIPT BY MAIL

Attach your check or money order (\$10 per copy) made payable to the University of South Florida to this form and mail to:

Transcript Request
USF Student Payments
P.O. Box 946571
Atlanta, GA 30394-6571

Student Signature _____ Date _____

FOR OFFICE USE ONLY:

Date _____ Payment Type _____

Amount Received _____ Initials _____

Office of the Registrar | Tampa campus
4202 E. Fowler Ave., SVC 1034
Tampa, FL 33620

St. Petersburg campus
140 7th Ave. S., BAY 102
St. Petersburg, FL 33701

Sarasota-Manatee campus
6350 N. Tamiami Trail, SMC C107
Sarasota, FL 34243

Submit questions to:
USFtranscript@usf.edu