

# Mail your request

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- Please note;
  - All financial obligations must be met before any transcript will be released.
  - CORRECT mailing information (name, address and apartment number etc.) of where transcript will be delivered) is required. The Registrar's Office will not be responsible for incorrect delivery information.
  - Only completed and signed form will be processed.
- To mail your request please complete the form ([click here to complete form](#))

**STUDENT INFORMATION**

PRINT FULL NAME: \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE) (MAIDEN)

STUDENT ID NUMBER: \_\_\_\_\_ DATE OF BIRTH: 

MM	DD	YY	YY		

STUDENT ADDRESS: \_\_\_\_\_  
Street Address Apt. #

\_\_\_\_\_ City State Zip Code

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

**ATTENDANCE**

Currently Enrolled Student Year First Attended: \_\_\_\_\_

Degree(s) Awarded: (List below) Year Last Attended: \_\_\_\_\_

\_\_\_\_\_ Date Graduated: \_\_\_\_\_

- Mail completed form to the address below:

Office of the University Registrar  
 Florida A&M University  
 112 FHAC, 1700 Lee Hall Drive  
 Tallahassee, Florida 32307-3200

- Payment information: Payment may be made only by Cashier's Check or Money Order payable to Florida A&M University. Transcript fee is \$10.00 each.
- Delivery Method: You may chose any one of the following;

Please check one of the following

- |  |   |
|--|---|
| <input type="checkbox"/> Will Pick Up                                  | <input type="checkbox"/> Mail Now                     |
| <input type="checkbox"/> Hold for Current Semester Grades to be Posted | <input type="checkbox"/> Hold for Degree to be Posted |
| <input type="checkbox"/> Hold for Grade Change (specify below)         | <input type="checkbox"/> Other (specify below)        |

Course \_\_\_\_\_

- Recipients: If transcripts are to be sent to more than one address, please list names and addresses of recipients on separate sheet and attach to the form
- Signature: Signed consent to release your transcript is required. Only signed requests will be processed