Mail your request

1. 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.

2. To mail your request please complete the form (click here to complete form)

3. 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

4. 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.

5. Delivery Method: You may chose any one of the following:

   Please check one of the following

   - [ ] Will Pick Up
   - [ ] Hold for Current Semester Grades to be Posted
   - [ ] Hold for Grade Change (specify below)  
     Course ____________________________
   - [ ] Mail Now
   - [ ] Hold for Degree to be Posted
   - [ ] Other (specify below)  

6. 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

7. Signature: Signed consent to release your transcript is required. Only signed requests will be processed