



## Official Transcript Request Form

**Please Note:**

- 1. Transcripts will not be processed if there is an outstanding financial obligation to the College.**
- 2. All outstanding obligations must be cleared with the Business Office before the transcript request can be processed.**
- 3. All transcript requests take 3 business days to process from the date of the request.**  
[Please allow one week for transcript requests to be processed from archives (courses taken prior to 1992.)]
- 4. There is a \$3.00 fee for each copy requested.**

Payment Options:

1. Checks and Money Orders (made payable to Central Florida Community College)  
*(All payments made by check must have the driver's license number of the check writer on the face of the check)*

**Please provide the following personal contact information**

CFCC ID # \_\_\_\_\_ or SS# \_\_\_\_\_

Name: \_\_\_\_\_  
Last
First
MI
Maiden/former

Mailing Address: \_\_\_\_\_  
Street / PO Box
City
State
Zip

Phone number: (\_\_\_\_) \_\_\_\_\_ E-mail address: \_\_\_\_\_

When did you apply/attend CFCC? \_\_\_\_\_ Other names attended under? \_\_\_\_\_  
Month/Year

Please print **FULL** address plainly:  
 To be used for **direct mailing** in window envelope  
**Mail transcript to:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Third Party Pick-Up** (optional). I authorize the person named below to pick-up my transcript (photo ID required).  
**Name:** \_\_\_\_\_

**For Office Use Only:** Clear. Yes \_\_ No \_\_  
 Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Processed By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Paid: \_\_\_\_\_ Receipt # \_\_\_\_\_

**Please check the information that applies to your request:**

Transcripts to be sent \_\_\_\_ Transcripts to be picked up \_\_\_\_  
 \_\_ Immediately  
 \_\_ After final grades Term (check one) Fall\_\_ Spring \_\_ Summer A \_\_ Summer B \_\_  
 \_\_ After degree is posted Term (check one) Fall\_\_ Spring \_\_ Summer A \_\_ Summer B \_\_  
 \_\_ After grade change Course subject and number \_\_\_\_\_ Term/Year \_\_\_\_\_

**Attention: If you require current grades and degree posted, please check both items.**

\_\_\_\_\_  
**Student Signature**
**Date**