

# 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 \_\_\_\_\_

Email \_\_\_\_\_ 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 Payments - Banner**  
**PO Box 737442**  
**Dallas, TX 75373-7442**

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