

DATE \_\_\_\_\_ DAYTIME TELEPHONE NUMBER \_\_\_\_\_

NAME UNDER WHICH YOU ATTENDED \_\_\_\_\_  
Please Print Last First Middle

DATE OF BIRTH (mm/dd/yyyy) \_\_\_\_\_

CURRENT NAME \_\_\_\_\_  
Please Print Last First Middle

Student Signature \_\_\_\_\_

No. of copies \_\_\_\_\_ ☐ Hold for current grades

\$10 per copy \_\_\_\_\_ ☐ Send now

☐ Attachment included

**NOTE: Transcripts will not be released to anyone whose financial obligations have not been satisfied.  
Transcripts cannot be released without student's signature. Transcripts will not be sent without receipt of full payment for transcript.**

### MAIL TRANSCRIPT TO

NAME/COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

### CURRENT STUDENT INFORMATION

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

**Transcript Processing Information: The normal processing time for transcripts is two weeks. If you are ordering your transcript to be shipped overnight, the overnight shipping will take place after the normal processing time. Students who attended Florida Tech before Fall 1981 must order transcripts by completing and returning/faxing this form, rather than by electronic request through <http://bit.ly/abaonlinetranscript>.**

**METHOD OF PAYMENT** Amount \$ \_\_\_\_\_ ☐ Check enclosed ☐ MasterCard ☐ Visa ☐ American Express

**DELIVERY METHOD** ☐ Standard Mail (included in fee) ☐ Expedited (additional fee will apply)

NAME ON CARD \_\_\_\_\_ CREDIT CARD NUMBER \_\_\_\_\_

CREDIT CARD BILLING ADDRESS \_\_\_\_\_ CV NUMBER\* \_\_\_\_\_

SIGNATURE \_\_\_\_\_ EXP. DATE \_\_\_\_\_

\*CV number is the 3-digit security number on reverse of credit card

### SPECIAL INSTRUCTIONS

### OFFICE USE ONLY

04 HOLD ☐ YES ☐ NO—Update Address \_\_\_\_\_ DATE MAILED \_\_\_\_\_

SOAHOLD \_\_\_\_\_ RSIAREV \_\_\_\_\_ Cannot release—Date Notified \_\_\_\_\_ ☐ BY PHONE ☐ BY MAIL