OFFICIAL TRANSCRIPT REQUEST FORM

Instructions:
1. Print a copy of this form and complete in full.
2. Transcripts are generally processed between 5 and 10 days from receipt of request.
3. Fax completed form to 305-292-5163 or scan and email to admissions@fkcc.edu with your credit card information or mail form with $10.00 fee to address listed below. There is a $10.00 charge per official transcript.
4. For more information on requesting a transcript contact the Office of Enrollment Services at (305) 809-3188.

Florida Keys Community College
Enrollment Services Office
5901 College Rd.
Key West, FL 33040

Student I.D. Number or Social Security Number: _____________________ Date: _____________________

Name (print):___________________________________________________________

Last First Middle (Previous Name)

Student’s Address:_______________________________________________________

Street City State Zip Code

Current email:___________________________________________________________

Phone: (_____)_________________ Date of Birth ___________________ Dates of Attendance_____________________

Check all that apply:
☐ Enrolled this term
☐ Send transcript now
☐ Hold for final grades (check)
Fall___ Spring___ Summer___
☐ Dual enrollment
☐ Hold for degree to be posted

How many copies?____ Credit Card Payment

☐ Card Type
☐ Card Number
☐ Billing Zip Code

☐ Security Code
☐ Expiration Date

Student’s Signature___________________________________________________________

(mandatory for release of transcripts)

Please provide a complete address of where you would like your transcript to be mailed. Be aware that many colleges and universities require that official transcripts be mailed directly from the institution and not from the student. If transcripts are to be sent to more than one address use additional forms. Note: No official transcripts will be furnished until your financial obligations to the college have been satisfied. The college is not responsible for transcripts once they leave our office. Please include as much information as possible and write legibly; failure to do so may result in a lengthy delay, incomplete transcripts, or transcripts being mailed to the wrong address(es).

Name of recipient___________________________________________________________

Address_______________________________________________________________

City__________________________ State____________________ Zip_____________________________

Revised 5/11/2011