



OFFICIAL TRANSCRIPT REQUEST FORM

Please type or print legibly and complete all sections in full.
You will need to submit a separate request for each additional recipient.

Student Information:

Student ID or last four digits of Social Security Number: _____ Date of Birth: _____

Name: _____

Last	First	Middle	(Previous Name)
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Address: _____

Street	City	State	Zip Code
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Current email: _____ Phone: (____) _____

Recipient Information: 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. **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 print 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: _____ Attention: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Order Information: There is a \$3.00 charge per transcript.

How many copies are you ordering: _____

When do you want your transcripts issued:

Send transcripts now.

Hold for final grades. Which term: Fall Spring Summer

Hold for degree to be posted.

How will you be paying:

I will be contacting the Business Office at 305-809-3186 to pay by credit card (Visa/MC/AmEx/Discover) via telephone.

I am enclosing a check or money order along with this form. **Do not send cash.**

I will be paying in person at the Key West Campus, Business Office.

Release authorization: Once payment is received transcripts are generally processed between 5 and 10 business days.

Student's Signature: _____ Date: _____

(written or electronic digital signature is mandatory for release of transcripts – **typed name is not acceptable**)

Processing Methods:

- US mail to FKCC Enrollment, 5901 College Road, Key West, FL 33040.
- Fax completed form to 305-292-5163.
- Scan or cell-phone-photo and email to admissions@fkcc.edu