



Transcript Request Form

Office of the Registrar
8560 Ulmerton Road, Largo, FL 33771
Office: 727-736-5082 FAX: 727-738-8405
Please return completed form to: REGISTRAR@SCHILLER.EDU

Student Name: _____
Last First Middle

Name while attended: _____
Last First Middle

Date of Birth: _____ Last 4 of Social Security Number: _____

Phone Number: _____ Email Address: _____

Dates of Attendance: _____ Degree Received: _____

Student Signature: _____ **Required to release transcripts (FERPA)**

By signing the above, I understand that transcripts will not be released: **a)** for any student whose financial obligations to Schiller International University have not been satisfied **b)** without receipt of full payment of transcript fees as stipulated below; **c)** unless all official transcripts/documents from previous schools are on file. **Transcripts will not be released without the student's signature.**

Number of Official Number of Unofficial (free of charge) Express Courier Fee \$55US

Hold for current grades Hold for degree awarded Send Now Collect in person
(ID required)

Send to: _____ Send to: _____

Official Transcripts will be issued unless otherwise noted. A transcript fee of \$10US will be charged for each copy requested. The express courier fee is an **additional** \$55US. Unless otherwise indicated above, transcripts will be delivered by Standard Mail (included in fee.) **Please allow 7-14 business days for processing.**

OFFICE USE ONLY

HOLD: NO / YES Amount: _____ Date Received: _____

Reason: _____

IF/WHEN CLEARED

Bursar: _____ Date: _____

Registrar: _____ Date sent: _____

Payment: Transcript \$10.00 each Express Courier fee \$55.00

MUST INCLUDE AUTHORIZATION CODE and Hand SIGNATURE

Credit Card Payment Form

I HEARBY AUTHORIZE A CHARGE TO BE MADE TO MY CREDIT CARD:

(Check One)

VISA MASTERCARD/EUROCARD AMERICAN EXPRESS

AMOUNT: \$ _____

CREDIT CARD NUMBER: _____

EXPIRATION DATE: _____

CARD IDENTIFICATION NUMBER (Last 3 digits on back of credit card): _____

NAME (PRINT): _____

SIGNATURE: _____