



# Transcript & Duplicate Diploma Request Form

Office of the Registrar  
8560 Ulmerton Road, Largo, FL 33771  
Office: 727-736-5082 FAX: 727-738-8405

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 | Campus Attended: \_\_\_\_\_

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  Duplicate Diploma

Send to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Official Transcripts will be issued unless otherwise noted. There is a transcript fee of \$10 USD (€20.00) for each transcript requested. For transcripts prior to January 1, 2009, there is a transcript fee of \$20 USD (€30.00) for each transcript requested. The express courier fee is an **additional** \$55USD (€75.00). Unless otherwise indicated above, transcripts will be delivered by Standard Mail (included in fee.) **Please allow 7-14 business days for processing when dates of attendance are from January 1, 2008 to present. Transcripts prior to 2008, please allow 1-2 months.** OFFICE

INTERNAL USE ONLY  
HOLD: NO / YES Amount: \_\_\_\_\_ Date Received: \_\_\_\_\_

Reason: \_\_\_\_\_  
**IF/WHEN CLEARED**

Bursar: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar: \_\_\_\_\_ Date sent: \_\_\_\_\_

Payment: Transcript (2008-present) \$10.00 USD | €20.00 each

Express Courier fee \$55.00 USD | €75.00

Transcript (2007 or earlier) \$20.00 USD | €30.00 each

Duplicate Diploma \$150.00 USD | €160.00

MUST INCLUDE **AUTHORIZATION CODE** and **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: \_\_\_\_\_