

**TRANSCRIPT REQUEST FORM FOR ACTIVE DUTY AND VETERAN STUDENTS**

In accordance with Florida Statute 1009.26(17)(a), transcript fees shall be waived for active duty member or an honorably discharged veteran of the United States Armed Forces and his or her spouse and dependents.

**Student Name:** \_\_\_\_\_**MDID/SSN:** \_\_\_\_\_**Date of Birth:** \_\_\_\_\_**Contact Number:** \_\_\_\_\_**E-mail Address:** \_\_\_\_\_**Specify courses to be included on transcript:** College Credit Vocational Credit Non Credit All Courses

Please check your unofficial transcript before submitting your request to ensure grades and/or degree have been posted.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Must attach a valid picture ID with transcript request with any of the following (*please do not send Military ID/Common Access Card*) :**

- DD214
- Active Military Orders
- Letter from Commander
- Veteran's Administration ID

\_\_\_\_\_

**Print below the name and address of the person and/or institution to which your transcript should be sent.**

**Name:** \_\_\_\_\_**Attention (if applicable):** \_\_\_\_\_**Address:** \_\_\_\_\_**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_ **Country:** \_\_\_\_\_**Please specify the number of official transcript(s) to be sent to the address listed above:** \_\_\_\_\_**Important Notes:**

- Transcripts will not be provided for a student or alumnus with financial hold(s) or other obligations to the College.
- Please allow approximately 24-48 hours for the transcript order to process.
- If transcript(s) are being mailed to another educational institution, a specific office should be listed on the request.