

TRANSCRIPTS

Transcripts are released only with written authorization from the student. E-mail, telephone and fax requests for official transcripts will not be accepted. Transcripts will not be released for students who have a financial obligation to the university.

A transcript request must include the student's full name, university identification number (UIN), and signature along with the names and complete addresses of transcript recipients. If grades or degree statement for the current semester are needed, the student should indicate that the transcript request is to be held until the final semester grades and/or degrees are posted. To reflect a complete academic record for undergraduate and graduate students, the university will issue only complete transcripts. At the end of each term of enrollment, students are responsible for requesting transcripts for reimbursement purposes.

A \$10 fee is charged for each official transcript requested. Transcript request information can be obtained from <https://www.fgcu.edu/recordsandregistration/recordsandtranscripts/index.aspx> (<https://www.fgcu.edu/recordsandregistration/recordsandtranscripts/>).

For transcripts sent regular mail via US Postal Service; please allow at least 30 days to arrive at destination. Reissues are at the discretion of Records & Registration after the 30-day delivery time. Reissues will not be processed to private addresses. Records & Registration is not responsible for undeliverable and/or lost mail.