



REQUEST FOR ACADEMIC TRANSCRIPT

Name: _____ S.S.#: _____

Student's Cell _____

Work/Home _____

Address: _____

Please indicate which transcript you are requesting: UNDG _____ OR
GRAD _____ \$5.00 each

The Undergraduate information and the Graduate information print out
separately, so you must specify.

Guidelines for Requesting Transcripts:

1. The fee for each transcript requested is \$5.00 dollars.
2. Transcript forms must be completely filled out and taken to the Finance Office first. All requests must be paid for before processing. If the transcript is to be mailed out, complete the space provided below.

Please specify if there is a suite, room, or whose attention it should go to. Also please do not forget to include the zip code. Incomplete addresses will not be honored and transcripts will be sent to the student's most recent known address.

3. Turnaround time for requests is one (1) week. However, during busy periods such as examinations, commencement, registration, add/drop period, expect some delay.
4. If you have any financial obligation with CAU, your request will not be processed until the obligation is cleared.
5. Official transcripts given to students must not be opened if it is to be considered official.

This form can be used to:
Pay in person at the Finance Office

Mail your request to the Finance Office with a check/money order payable to Carlos Albizu University at 2173 N.W. 99th Avenue, Miami, Florida 33172.

Faxed to the Finance Office along with the credit card information to (305-592-1108)

Do you wish to pick-up transcripts? YES _____ NO _____

"Transcripts not collected within 1 month from the date of order, will be sent to the student's most recent known address.

Please send transcripts: _____ Now Immediately
_____ After the current session's grades
_____ are posted
_____ After it reads completed requirements
_____ After it reads degree conferred
_____ Other _____

Please send my transcript(s) to the following address(s). If additional space is needed use the back of this form.

Student Signature _____ Date _____