



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 request must be paid for before processing. If the transcript is to 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 two (2) weeks. 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.
6. Claims regarding this request are only allowed within 30 days from the date of order.

Complete this form and return it with the appropriate fee to the Finance office:

By fax to (305) 592-1108 along with the credit card form completely filled out.

By mail with the credit card form or a check/money order payable to Carlos Albizu University:

Attn: Finance Department  
Carlos Albizu University  
2173 NW 99 Avenue, Miami, FL, 33172

Do you wish to pick-up transcripts? YES \_\_\_\_\_ NO \_\_\_\_\_

**NOTE: Unclaimed transcripts within 30 days from the date of order, will be sent to the student's most recent known address.**

**Please send transcripts:**

- \_\_\_\_\_ Now Immediately (seven to ten business days)
- \_\_\_\_\_ After the current session's grades are posted
- \_\_\_\_\_ After it reads degree conferred *(Note: Degrees will be posted on transcripts approximately 45-60 days after the official end of the semester)*

**Please provide recipient's address on the back of this form.**

**Please send my transcript(s) to the following address(s).**

1

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2

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3

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4

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



MIAMI CAMPUS

**CREDIT CARD FORM**

PLEASE COMPLETE ENTIRE FORM

DATE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

STUDENT I.D.#: \_\_\_\_\_ STUDENT S.S.#: \_\_\_\_\_

DAY TIME TELEPHONE NUMBER/CELL: \_\_\_\_\_

MASTER CARD    VISA    DISCOVERY    AMERICAN EXPRESS

CREDIT CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE:    /    /    3 DIGIT # ON THE BACK OF CARD: \_\_\_\_\_

CARD HOLDER'S NAME: (please print) \_\_\_\_\_

CARD HOLDER'S ADDRESS: \_\_\_\_\_

CHARGE ONLY \$: \_\_\_\_\_ REASON: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

***FAX BOTH FORMS TO THE FINANCE DEPARTMENT FOR PROCESSING.  
THEY WILL FORWARD THE REQUEST TO THE CORRESPONDING  
DEPARTMENT.***

FINANCE DEPT. FAX NUMBER: (305) 592-1108

TELEPHONE: (305) 593-1223 ext. 109 or 112