

Vision International University of Florida

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REQUEST FOR STUDENT TRANSCRIPT

Instructions

- 1. Type, print or computer generate the Request Form information.
2. The Request must have the student's signature.
3. Official transcripts may be sent to another college or to a potential employer.
4. Each transcript requested is \$10.
5. Transcripts may take up to 3-4 weeks for delivery.

Student Information

Form with fields for Name, Address, City, State, Zip, Student ID #, Email, Phone #, Resource Center Name, Years Attended, Degree Received, Date Received.

Send Official Transcripts To:

Number of Copies \_\_\_\_\_

Form with fields for Institution/Organization, Street, City, State and Zip, In Care Of/Registrar.

Send Unofficial Transcripts To:

Number of Copies \_\_\_\_\_

Form with fields for Name, Street, City, State and Zip.

Authorization of Payment:

Payment Total \$ \_\_\_\_\_

- checkbox \$10 is enclosed with this request for each transcript requested.
checkbox I authorize TXUT to charge my credit card \$10 for each transcript requested.

Credit Card Number: [grid]

Exp.(mmyy): [grid]

CVV (3 digits on back): [grid]



Student Signature

Date