BELCROFT UNIVERSITY

Waters Edge Office Center, 2963 Gulf To Bay Blvd, Suite# 120, Clearwater, FL - 33759
admissions@belcroftuniversity.com
+1 (813) 772-3772

# Official Transcript Request Form

This form is used to request an official academic transcript from the university. The transcript serves as an official record of the student's academic achievements. It may be sent to educational institutions, employers, licensing agencies, or other authorized recipients upon the student's written request.

## Official Transcript Information Form Guidelines

Students should submit this form when they require an official academic transcript for educational, employment, licensing, transfer, or other authorized purposes. The form must be completed in full and submitted with all required information to ensure timely processing. Students are responsible for providing accurate and current recipient and contact information. Any changes to transcript delivery details after submission should be communicated promptly to the Office of the Registrar. Requests may be delayed if the form is incomplete, supporting documentation is missing, or there are outstanding financial or administrative holds on the student's account. Official transcripts will be processed and released in accordance with university policies and applicable privacy regulations.

## Student Information

| | |
|---|---|
| Student Name (First - Middle - Last) | |
| Student ID# or SSN | |
| Attendance Period | From: / / To: / / |
| Academic Program | ☐ Doctorate ☐ Dental ☐ Master's |
| Program Name | |
| Current Address | |
| City | |
| State | |
| ZIP Code | |
| Email Address | |
| Phone Number | |
| Currently Enrolled? | ☐ Yes ☐ No |

## Transcript Request Information

Number of Copies Required: ___

| | |
|---|---|
| Reason for Request | ☐ Employment ☐ Military ☐ Transfer to Another College ☐ Other (Personal) |
| Format Requested | ☐ Electronic PDF ☐ Printed Copy ☐ Standard Mail<br>☐ Expedited / Rush Delivery (FedEx) ☐ Hold for Pickup ☐ Same-Day Pickup |
| Release Option | ☐ Send Immediately ☐ Hold for Final Grades ☐ Hold for Degree Award |

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## Recipient Information

| | |
|---|---|
| Institution / Organization Name | |
| Department / Office | |
| Recipient Name | |
| Email Address (for electronic delivery) | |
| Mailing Address | |
| City | |
| State | |
| ZIP Code | |

### Student Authorization

☐ I authorize Belcroft University to release my academic transcript to the recipient listed above, and I understand that transcript requests may be delayed if financial or administrative holds exist on my account.

**Signature of the Student** _____ **Date:** _____/____/_____

### Notes:

- Transcripts cannot be released if there are holds on the student account.
- Processing times may vary during registration, examinations, and graduation periods.
- Photo identification is required for transcript pickup.
- Written authorization is required if another person will collect the transcript.
- Official transcripts include the complete academic record.
- Unclaimed transcripts are retained for 30 days and then destroyed.

## Transcript Fees & Processing Times

| Service | Fee | Processing Time |
|---|---|---|
| Mail Delivery | | 3–5 Business Days |
| Hold for Pickup | | 3–5 Business Days |
| Expedite - U.S. | | Overnight |
| Expedite - Canada/Mexico | | 2–3 Business Days |
| Expedite - International | | 2–3 Business Days |
| Same-Day Pickup | | Same Day |