



 +1 (813) 772-3772



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