

Active Duty Military/Veteran Transcript Request

This form is for FSCJ students who are active duty military, honorably discharged veterans of the United States Armed Forces, spouse and/or dependents who are eligible for a transcript fee waiver under F.S. 1009.26 (17a). The waiver will cover the \$5 official transcript fee.

You must be verified by the Registrar's Office as a student, dependent and/or spouse who meets the criteria above before the waiver can be applied.

Please allow up to five (5) business days for processing.

LAST: _____ FIRST: _____ MI: _____

STUDENT ID: _____ PHONE: _____ (home or cell)

DATE OF BIRTH: _____ EMAIL: _____@students.fscj.edu

ALTERNATE EMAIL: _____ MAIDEN/OTHER NAMES USED: _____

I AM: A veteran Active duty military A spouse/dependent

Step 1: Transcript Process Instructions

Process/Send Now Hold for Current Semester Grades Hold for Degree Awarded

Mail Paper Copy Pickup Other: _____

Note: Transcripts will automatically be sent electronically. If the school you indicated below is not eligible, a paper copy will be mailed to the address you provide. Contact the Registrar's Office for more information.

Step 2: Transcript Recipient (separate form required for each additional address)

SCHOOL/BUSINESS NAME: _____ ATTENTION/DEPARTMENT: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

OR EMAIL ADDRESS (if the transcript can be sent electronically) _____

Step 3: Student Certification

I certify I am the student named above, and authorize the release of my transcript to the recipient indicated on this form. Furthermore, I understand that I am responsible for verifying that the transcript was received by the recipient listed above.

STUDENT SIGNATURE: _____ DATE: _____

Registrar's Office Waiver Eligibility Verification

Student is: A veteran Active duty military Spouse/Dependent Ineligible

VERIFIED BY: _____ VERIFICATION DATE: _____