

TRANSCRIPT REQUEST FORM
Saint Leo University

In order for your transcript to be issued, you must provide the following information and have satisfied all financial obligations to the university. **There is a charge of \$15.00 for each paper transcript requested.** An additional charge of \$32.00 is due for overnight request(s) delivered within the United States. Overseas shipments are subject to additional fees based on the carriers' service rates. Payment must accompany request. Credit card orders are accepted, or you may pay by check or money order. Make check or money order payable to SAINT LEO UNIVERSITY. The university will not provide a transcript of transfer credit until successful completion of coursework at Saint Leo University. Fill out one request form for each address to which you are sending copies. **You MUST sign your request. Requests without signatures will not be processed.**

Date of Request _____ Number of Copies _____

Student ID or last 4 digits of SSN _____ Date of Birth _____

Student's Last, First, Middle Name (Maiden or Former Name on record, if applicable)

Daytime phone number _____

Email address _____

Effective July 1, 2021, all debit and credit card payments will be assessed a convenience fee at the time of payment.

Name as it appears on credit card _____

Credit Card Number _____

Expiration Date _____ Security Code _____

Billing Address _____

City, State, Zip _____

ADDRESS TO SEND TRANSCRIPT TO:

SPECIAL INSTRUCTIONS:

Hold transcript until: Semester/term grades post Degree Conferral

Overnight delivery (additional charge of \$32.00)

Student Signature _____

(Digital signatures are not accepted)

The Family Educational Rights and Privacy Act of 1974 requires written authorization from the student before transcripts can be released.

Return completed transcript request form by mail, fax or email to:

Saint Leo University, Registrar - MC2278, P.O. Box 6665, Saint Leo, FL 33574-6665

Fax: (352) 588-8656

Email: transcripts@saintleo.edu