

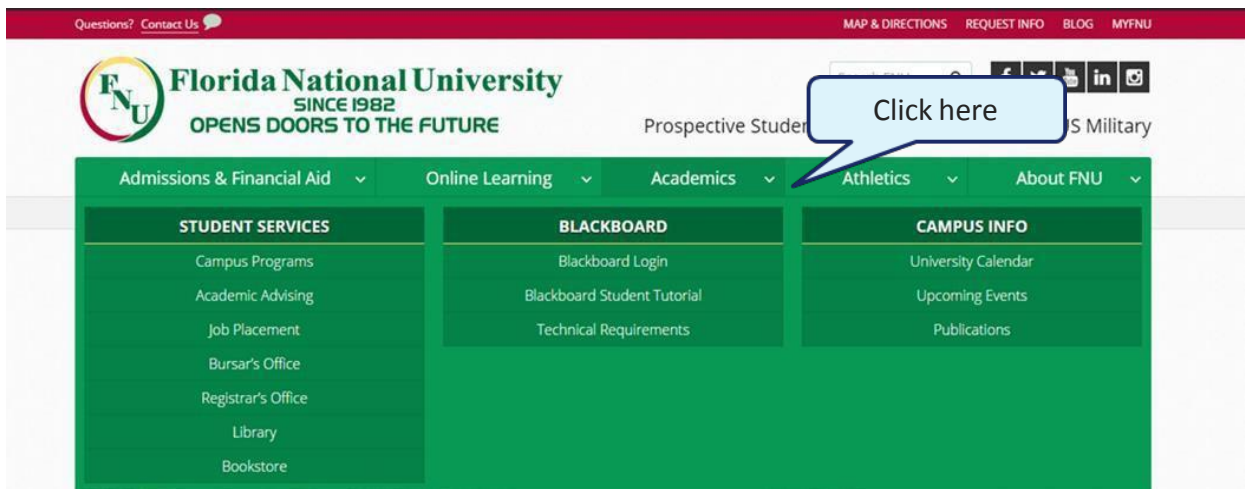


How to Order Your Transcripts:

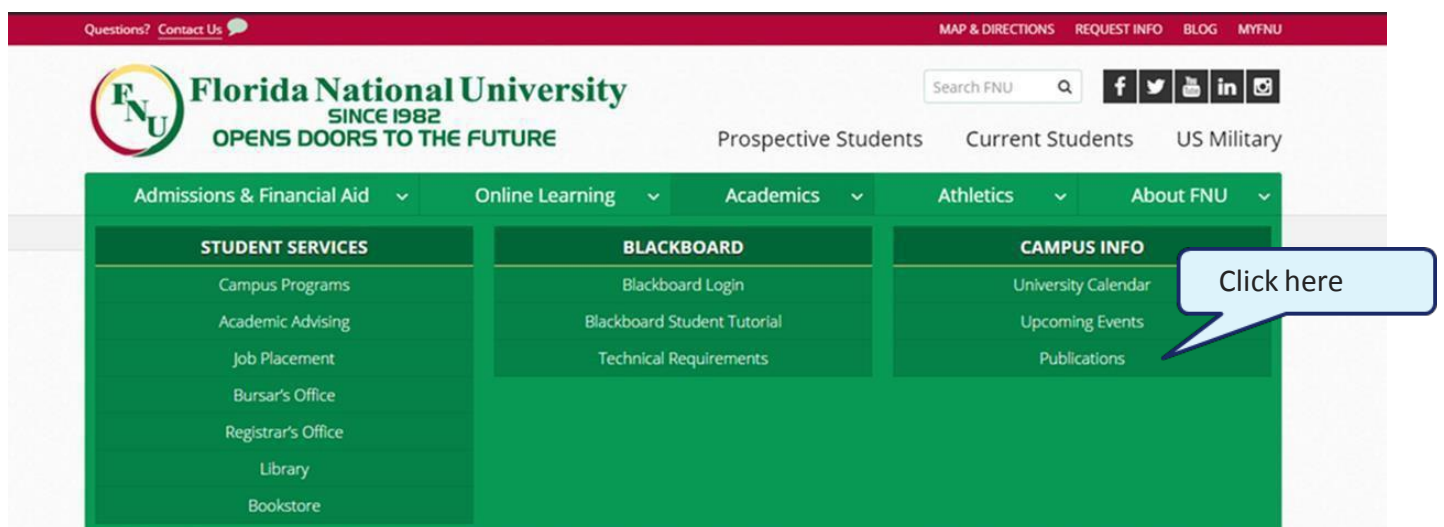
- To request transcripts, the student needs to fill out a transcript request form.
- Once the completed form is received, the University will have between ten to fifteen working days to furnish the transcripts.
- Transcripts requested for the first time are free of charge, after that the corresponding fee will be \$ 6.00 dollars every other time.
- If a student needs transcripts on an expedited basis, they may request a rush transcript in which the University will have three business days to process the request, the fee for this service is \$15.00.
- **Important Note:** That students that have a hold on their transcripts (Ex: from Registrar, Financial Aid, Library, or any other department), they will not receive these until the hold is resolved with the department that placed the hold. If there is a hold, the student will be informed which department they need to contact.

To fill out the **Transcript Request Form** follow these steps:

- Go to www.fnu.edu
- Click on the **Academics** tab at the home page.



- Click on **Publications** under **Campus INFO**:



Click on the Transcript request form:

The screenshot shows the Florida National University website. The header includes the university logo, name, and tagline 'SINCE 1982 OPENS DOORS TO THE FUTURE'. Navigation links for 'Prospective Students', 'Current Students', and 'US Military' are present. A green menu bar contains 'Admissions & Financial Aid', 'Online Learning', 'Academics', 'Athletics', and 'About FNU'. The main content area is titled 'Publications' and is divided into 'Forms' and 'Publications' sections. A blue callout box with the text 'Click here' points to the 'Transcript request' link in the 'Forms' section. The 'Forms' section lists various documents like 'Leave of absence', 'Add/Drop Form', and 'Transcript request'. The 'Publications' section lists various handbooks and manuals.

Please fill out the form completely online and fax it to (305) 362-0595 Attn: Records Department.

- Or email it to gzapata@fnu.edu

The screenshot shows the 'Florida National University - Official Transcripts REQUEST FORM'. The form includes the university logo and tagline. It is titled 'Florida National University - Official Transcripts REQUEST FORM'. Below the title are 'Instructions' and 'Student information' sections. The 'Instructions' section states: 'Please fill out the form completely, providing all the information that is asked in this form. Thank you.' The 'Student information' section includes fields for 'Date of request', 'Name of student', 'Phone', 'Social Security No.', 'Date of birth', 'Student ID', 'Dates of Attendance', 'Program', 'Address', 'City', 'State', 'Zip Code', 'Home Phone', and 'Work Phone'. There is a 'Send to:' section with fields for 'To:', 'School, College or University', 'Address', 'City', 'State', and 'Zip Code'. Below this is a 'Purpose of this request' section with checkboxes for 'Further Education', 'Employment', 'Professional Certification/Training', 'Scholarship Applications', 'Immigration', and 'Personal Reasons'. The form ends with a 'Student's Signature' field and a footer with the text 'FNU Reg. 500-000000' and 'Rev. 08/2016'.

- In order to pay for the transcript fee, you need to fill out a credit card transaction form which can also be found under publications.
- Fax it to (305) 362-0595, Attn: Records Department.
- Or it can be scanned and emailed to gzapata@fnu.edu

Questions? Contact Us

MAP & DIRECTIONS REQUEST INFO BLOG MYFNU

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