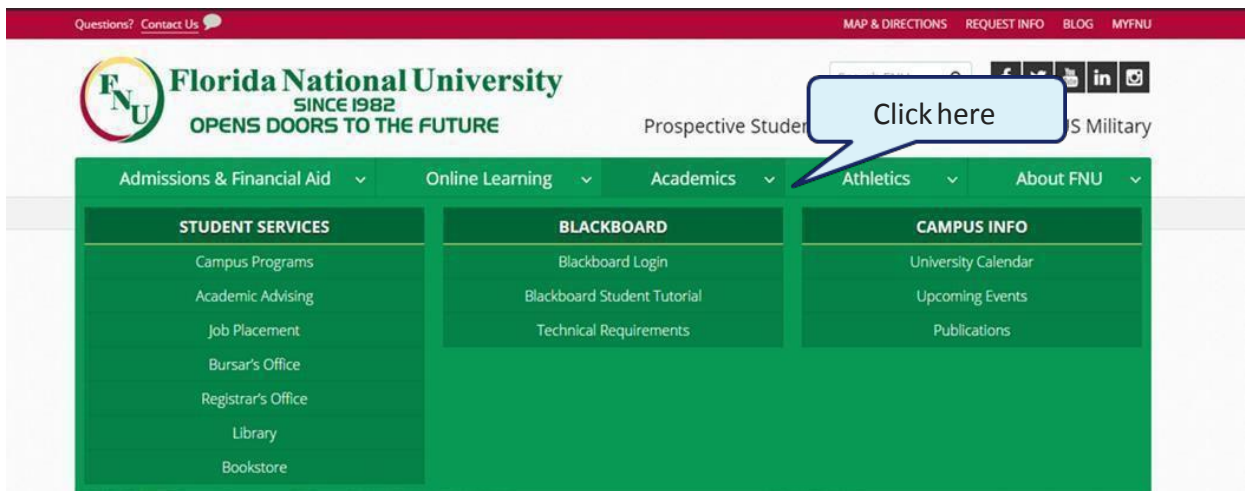


## How to Order Your Transcripts:

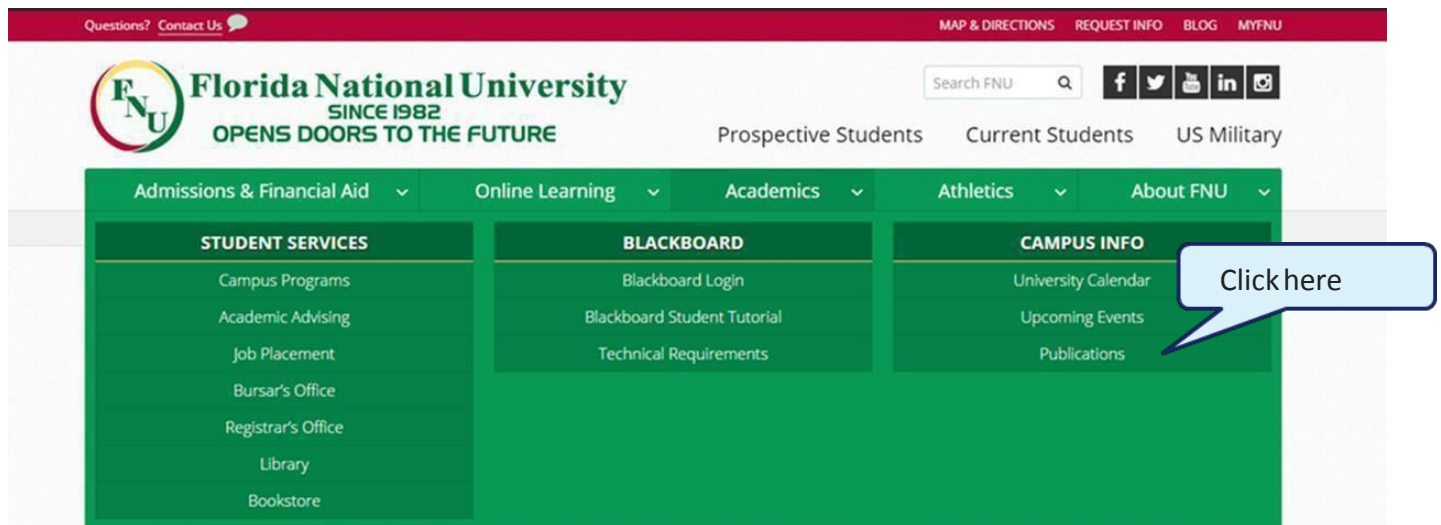
- To request transcripts, the student needs to fill out a transcript request form.
- Once the completed form is received, the University will have between ten to fifteen working days to furnish the transcripts.
- Transcripts requested for the first time are free of charge, after that the corresponding 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](http://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 top navigation bar includes links for Questions?, Contact Us, Mobile App, MAP & DIRECTIONS, REQUEST INFO, BLOG, CLASS REGISTRATION, and MYFNU. The main header features the FNU logo and the text 'Florida National University SINCE 1982 OPENS DOORS TO THE FUTURE'. Below the header is a search bar and social media icons. A green navigation bar contains links for Admissions & Financial Aid, Online Learning, Academics, Athletics, and About FNU. The main content area is titled 'Publications' and is divided into two columns: 'Forms' and 'Publications'. The 'Forms' column lists various documents, including 'Transcript request', which is highlighted with a blue callout bubble containing the text 'Click here'. The 'Publications' column lists various handbooks and guides. On the left side of the page, there are several utility links, including 'Apply', 'Request Info', 'Admissions Info', 'Find a Program', 'Blackboard', and 'Email Login'. Below these are links for 'Current Students' and 'Contact an Advisor'.

- Please fill out the form completely online and fax it to (305) 362- 0595 Attn: Registrar Department
- Oremail it to [transcriptrequest@fnu.edu](mailto:transcriptrequest@fnu.edu)

**AUTHORIZATION TO RELEASE EDUCATION RECORDS AND TO DISCLOSE PERSONALLY IDENTIFIABLE INFORMATION FROM EDUCATION RECORDS**

Student's Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Last 4 of SSN: \_\_\_\_\_ Student ID #: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Program: \_\_\_\_\_

**AUTHORIZATION:** I, the undersigned student identified above, pursuant to the applicable provisions of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1222g; 34 CFR Part 99), hereby authorize Florida National University (hereinafter "FNU") to release the following education records and disclose any related personally identifiable information as follows:

**Education records to be released:** FNU Official Transcripts

**For the following purpose(s):**

<input type="checkbox"/> Further Education	<input type="checkbox"/> Scholarship Application
<input type="checkbox"/> Employment	<input type="checkbox"/> Immigration
<input type="checkbox"/> Professional Certification/Licensing	<input type="checkbox"/> Personal Records

**To the following Party (ies):** \_\_\_\_\_  
 School, College or University: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 (hereinafter the "Recipient(s)")

I understand that once FNU releases the above education records to the Recipient(s), FNU cannot guarantee that the Recipient(s) will not further release or disclose such information to another party.

I understand that this Authorization will remain in effect until revoked by me in writing to FNU. If I wish to revoke this Authorization, I will provide a written notice of revocation to FNU's Registrar's Office at the address listed below. The revocation will be effective immediately upon FNU's receipt of the written notice, except that the revocation will not have any effect on any education records previously released by FNU in reliance on this Authorization before FNU received written notice of revocation.

<b>Florida National University</b> Hialeah Campus 4425 West 20 Ave. Hialeah, Florida 33012 Telephone: (305) 821-3333 Fax #: (305) 362-0595	<b>Florida National University</b> South Campus 11865 SW 26 St Suite H3 Miami, Florida 33175 Telephone: (305) 226-9999 Fax #: (305) 226-4438	<b>Florida National University</b> Distance Learning 4425 West 20 Ave. Hialeah, Florida 33012 Telephone: (305) 821-3333 Fax #: (305) 362-0595	<b>Florida National University</b> Training Center 4206 W 12 Ave. Hialeah, Florida 33012 Telephone: (305) 231-3326 Fax #: (305) 819-9616
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I have read and understand the terms of this Authorization and I have had an opportunity to ask questions about the use and disclosure of my education records. By my signature below, I hereby acknowledge and voluntarily authorize FNU to release my education records and personally identifiable information in accordance with this Authorization.

Signature of Student: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_

FNU 18878A-11131 2016-06-10  
 8276921-1  
 FNU Reg. Form 03/2016  
 Rev. 08/21/2016

- 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: Registrar Department.
  - Or it can be scanned and emailed to

[transcriptrequest@fnu.edu](mailto:transcriptrequest@fnu.edu)

The screenshot shows the Florida National University website. At the top, there is a navigation bar with links for 'Questions? Contact Us', 'MAP & DIRECTIONS', 'REQUEST INFO', 'BLOG', and 'MYFNU'. The main header features the university logo and name, 'Florida National University SINCE 1982 OPENS DOORS TO THE FUTURE', along with a search bar and social media icons. Below the header, there are navigation tabs for 'Prospective Students', 'Current Students', and 'US Military', and a secondary menu with 'Admissions & Financial Aid', 'Online Learning', 'Academics', 'Athletics', and 'About FNU'. The breadcrumb trail reads 'FNU » Current Students » Publications'. The main content area is titled 'Publications' and is divided into two columns: 'Forms' and 'Publications'. The 'Forms' column lists various forms, with 'Credit Card Transactions' highlighted by a blue callout box containing the text 'Click here'. The 'Publications' column lists various handbooks and manuals. On the left side of the page, there are four colored buttons: 'Apply', 'Request Info', 'Learn More', and 'Find a Program'. Below these buttons are icons for 'Blackboard' and 'Email Login'.