



# Larkin University

## Transcript Request Form

Complete the information required. It takes 3 to 5 business days to process transcript requests. There is a **\$10 transcript** fee for each transcript requested. Transcript requests can be submitted via email, regular mail or in person. **Transcript Fee payments are accepted on institution's website via the payment portal.**

Purpose for this transcript:  Professional School Application  Scholarship  Work or Job search  
 Transfer to another Institution  Residency or Fellowship Application  Post-Graduate Education

### STUDENT INFORMATION:

Student's name: \_\_\_\_\_ Maiden or former name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Student ID or SS# \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
(Home) (Work)

### ATTENDANCE INFORMATION:

Check if you are a graduate  Month \_\_\_\_\_ Year \_\_\_\_\_  Masters  Doctorate

Dates of Attendance-from \_\_\_\_\_ to \_\_\_\_\_

### DELIVERY INSTRUCTIONS:

Please check one:  I will pick up my transcript \* Transcripts prepared for pickup will be held for 10 business days only.

- Please allow \_\_\_\_\_ to pick up transcript for me (Must show ID)
- Mail transcript(s) as soon as they are ready  Hold this request until current grades are posted
- Hold this request until my degree is conferred

**IMPORTANT! Financial clearance is required prior to the release of transcripts.**

Total Copies \_\_\_\_\_ x \$10.00=Total \$ \_\_\_\_\_

Mail Transcript(s) to: (Please write neatly and include complete address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only:

Request Approved  Request Denied Reason: \_\_\_\_\_

Date Processed: \_\_\_\_\_ Date Mailed: \_\_\_\_\_ Date Pickup: \_\_\_\_\_

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