



TRANSCRIPT/ENROLLMENT VERIFICATION REQUEST FORM

The transcript requested will not be released if the student has any financial obligation to the College. The process time is subject to school calendar (**usually 24 hours**). Official Transcripts cannot be faxed or emailed. SFCC's fax number is 863-453-2365.

COMPLETE THIS REQUEST FORM COMPLETELY.

SFCC Student ID Number

Date of Birth

Last Name

First

Middle

Former Name(s)

Phone #Home

Work

Cell

Address

City

State

Zip

Transcript/Enrollment to be Processed:

College Credit: _____ Vocational Credit: _____ Supplemental: _____ All: _____

Check only one: Immediately _____ End of Term ___ Fall ___ Spring ___ Summer ___

Check only one: Transcript _____ Enrollment Verification: Good Student Discount _____
Loan Deferment _____
Other _____

Complete name and addresses please.

1. Hard Copy _____ Electronic _____
copies

2. Hard Copy _____ Electronic _____
copies

3. Hard Copy _____ Electronic _____
copies

4. Hard Copy _____ Electronic _____
copies

STUDENT SIGNATURE _____ **Date** _____

Office use only: Total Fee Assessed \$ _____ Date _____ By _____ Receipt # _____
Date Holds Checked _____ By _____ Date Mailed _____ By _____
Banner ___ WebXtender ___ Date Mailed _____ Electronic ___ Date Sent _____

TRANSCRIPT/ENROLLMENT VERIFICATION INSTRUCTIONS

- Step 1. Complete top part of the Request Form.
- Step 2. Complete name/address where the transcript/enrollment verification is to be sent.
- Step 3. Indicate whether the transcript is to be a HARD COPY transcript or ELECTRONIC.
- Step 4. If a HARD COPY transcript is requested, pay \$5.00 (per transcript) at the Cashiers' Office or at any Campus/Center and attach receipt. If faxing dial 863-453-2365. Payment can be made by calling the cashier at 863-784-7243 or 863-784-7245.
- Step 5. Submit Request Form (and receipt) to the Records Department or Campus/Center.

Below is a list of institutions who receive electronic transcripts.

Main Campus Florida Community Colleges

1. Brevard Community College, Cocoa
2. Broward College, Ft. Lauderdale
(formerly Broward Community College)
3. College of Central Florida, Ocala
(formerly Central Florida Community College)
4. Chipola College, Marianna
5. Daytona State College, Daytona Beach
(formerly Daytona Beach Community College)
6. Edison State College, Fort Myers
7. Florida State College at Jacksonville, Jacksonville
(formerly Florida Community College at Jacksonville)
8. Florida Keys Community College, Key West
9. Florida Gateway College, Lake City
(formerly Lake City Community College)
10. Hillsborough Community College, Tampa
11. Indian River State College, Fort Pierce
(formerly Indian River Community College)
12. Lake-Sumter Community College, Leesburg
13. State College of Florida Manatee-Sarasota, Bradenton
(formerly Manatee Community College)
14. Miami-Dade College, Miami
15. North Florida Community College, Madison
16. Northwest Florida State College, Niceville
(formerly Okaloosa-Walton College)
17. Palm Beach State College, Lake Worth
(formerly Palm Beach Community College)
18. Pasco-Hernando Community College, New Port Richey
19. Pensacola Junior College, Pensacola
20. Polk State College, Winter Haven
(formerly Polk Community College)
21. St. Johns River State College, Palatka
(formerly St. Johns River Community College)
22. St. Petersburg College, St. Petersburg
23. Santa Fe College, Gainesville
(formerly Santa Fe Community College)
24. Seminole State College, Sanford
(formerly Seminole Community College)
25. Tallahassee Community College, Tallahassee
26. Valencia College, Orlando
(formerly Valencia Community College)

Main Campus Florida State Universities

1. University of West Florida, Pensacola
2. Florida State University, Tallahassee
3. Florida A & M University, Tallahassee
4. University of Florida, Gainesville
5. University of North Florida, Jacksonville
6. University of Central Florida, Orlando
7. University of South Florida, Tampa
8. Florida Atlantic University, Boca Raton
9. Florida International University, Miami
10. Florida Gulf Coast University, Ft. Myers
11. New College of Florida, Sarasota