

# TRANSCRIPT/ENROLLMENT VERIFICATION REQUEST FORM INSTRUCTIONS

Step 1. Complete the top part of the Request Form.

Step 2. Enter the complete address [institution/company name, street or PO Box, City, State and Zip Code] where the transcript/enrollment verification is to be sent.

Step 3. Indicate whether the transcript is to be a HARD COPY transcript or ELECTRONIC [Electronic transcripts can be sent only to those schools found on the "Institutions That Receive Electronic Transcripts" list below]. There is no charge for an electronic transcript.

**NOTE:** Official transcripts are NOT emailed or faxed to other institutions [these are not considered electronic transmissions].

Step 4. Print then sign the request form.

Step 5. HARD COPY transcripts require pre-payment [\$5.00 per transcript]. Payment may be made at the Cashiers' Office or at any Campus/Center in person; or pay by debit or credit over the phone with the Cashiers' Office by calling (863) 784-7243. Write the receipt number on your request form before mailing, faxing, or emailing.

Step 6. Submit Request Form, with receipt number written on the form, to the Records Office or Campus/Center. Requests may be hand delivered, faxed, mailed, or emailed. Requests should be faxed to (863) 453-2365. Email your signed request form to [RecordsTranscripts@southflorida.edu](mailto:RecordsTranscripts@southflorida.edu).

## INSTITUTIONS THAT RECEIVE ELECTRONIC TRANSCRIPTS

### FLORIDA COMMUNITY/STATE COLLEGES – MAIN CAMPUS

1. EASTERN FLORIDA STATE COLLEGE, COCOA  
(formerly Brevard Community College)
2. BROWARD COLLEGE, FT. LAUDERDALE  
(formerly Broward Community College)
3. CHIPOLA COLLEGE, MARIANNA
4. COLLEGE OF CENTRAL FLORIDA, OCALA  
(formerly Central Florida Community College)
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 STATE COLLEGE, LEESBURG  
(Formerly Lake-Sumter Community College)
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 STATE COLLEGE, NEW  
PORT RICHEY  
(formerly Pasco-Hernando Community College)

### FLORIDA COMMUNITY/STATE COLLEGES – MAIN CAMPUS

19. PENSACOLA STATE COLLEGE, PENSACOLA  
(formerly Pensacola Junior College)
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 OF FLORIDA, SANFORD  
(formerly Seminole Community College)
25. TALLAHASSEE COMMUNITY COLLEGE,  
TALLAHASSEE
26. VALENCIA COLLEGE, ORLANDO  
(formerly Valencia Community College)

### FLORIDA STATE UNIVERSITIES – MAIN CAMPUS

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

**NOTE: IF THE INSTITUTION TO WHICH YOU WISH TO HAVE A TRANSCRIPT SENT IS NOT ON THIS LIST, YOU NEED TO REQUEST A HARD-COPY TRANSCRIPT AND PRE-PAY THE TRANSCRIPT FEE (\$5.00/TRANSCRIPT)**