

# U.S. Armed Forces Transcript Waiver



In keeping with enacted Florida Bill 171, the University of South Florida will waive the transcript fee for a person who is active duty or honorably discharged veteran of the United States Armed Forces and his or her spouse and dependents.

If you believe you qualify under these categories, please complete the US Armed Forces Transcript Waiver form, and submit it via email to [USFTranscript@usf.edu](mailto:USFTranscript@usf.edu) using the subject line "US Armed Forces Transcript Waiver."

Transcripts for mailing or pick-up are ready within three business days upon receipt of the completed waiver form, except during peak periods. Mailed orders may take longer depending on destination. You must submit a separate request for each address to which you want a copy sent. Please be aware that unsigned transcript requests cannot be processed.

## TRANSCRIPTS CANNOT BE ISSUED UNLESS ALL FINANCIAL AND ADMINISTRATIVE OBLIGATIONS ARE SATISFIED.

Name \_\_\_\_\_ USFID Number \_\_\_\_\_

Email \_\_\_\_\_ Number of Copies \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Send Transcript to:** *(please keep address on lines)*  
Name/Company: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Attn/Add'l Info: \_\_\_\_\_

**Pick up in the Office of the Registrar**

**Send Electronic Transcript to:** *(please keep email address on lines)*  
Name/Company: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### TO ORDER TRANSCRIPTS IN PERSON

Complete this form and bring it to the Office of the Registrar along with the required proof of military affiliation.

### ACCEPTED AFFILIATION DOCUMENTS

If your student record does not already reflect military affiliation, please provide one of the following supporting documents:

- Active-duty orders
- Military ID
- Form DD-214
- Driver's License with "Veteran" marker
- In the case of a spouse or dependent, if you do not have a current military ID in your name, please provide one of the other listed documents in their name along with proof of relation (e.g. marriage license, photo ID with the same last name, etc.)

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

### FOR OFFICE USE ONLY:

Date \_\_\_\_\_ Affiliation Provided \_\_\_\_\_

Initials \_\_\_\_\_

Office of the Registrar	Tampa campus 4202 E. Fowler Ave., SVC 1034 Tampa, FL 33620	St. Petersburg campus 140 7th Ave. S., BAY 102 St. Petersburg, FL 33701	Sarasota-Manatee campus 6350 N. Tamiami Trail, SMC C107 Sarasota, FL 34243	<b>Submit questions to:</b> <a href="mailto:USFtranscript@usf.edu">USFtranscript@usf.edu</a>
-------------------------	--	---	--	---