

North Florida Technical College
Students Services
Office of Registrar

Transcript Request Procedures

FORMER STUDENTS

For a \$10.00 per copy fee you may order your BUTC transcript through the Registrar in Student Services at 904-966-6769. You may pay over the phone by calling 904-966-6768 or in person in the Cashier's Office in Building 1. You must also complete a transcript request form that you can download from www.butc.edu, and then submit it to the Registrar in Student Services.

CURRENT STUDENTS

Complete and submit a Transcript Request Form to the Registrar in Student Services.

IN PERSON REQUEST

You may visit our office in person at BUTC in Building 9 in Student Services and request a transcript in person. You will need to complete a Transcript Request Form and pay the Cashier in Building 1.

MAIL REQUEST

To order your transcript by mail, send your \$10.00 per copy payment by money order and your BUTC Transcript Request Form to:

Bradford-Union Technical Center
Atten: Student Services, Registrar
609 North Orange Street
Starke, FL 32091

OUTSTANDING BALANCE

Transcripts will not be issued for students who have an outstanding balance.

STATUS OF TRANSCRIPT REQUEST

It will take up to 2-3 business days to process your request. A transcript request will not be processed until you pay the Cashier.