

**North Florida Technical College
Students Services
Office of Registrar**

Transcript Request Procedures

FORMER STUDENTS

For a \$10.00 per copy fee for an official or non-official transcript, you may order your NFTC 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.NFTC.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 NFTC 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 NFTC Transcript Request Form to:

North Florida Technical College
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.

North Florida Technical College Student Services Office

TRANSCRIPT REQUEST FORM

(Please check all that apply)

Transcript is to be picked up _____

Faxed (Unofficial Only) Fax Number: _____

Picked up by designated person (**see below) _____

Send via US Mail (please indicate mailing address below) _____

Name and address of where transcript is to be mailed:

Person, School, or Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Student's Information:

Last Name: _____ First Name: _____

Middle Initial: _____ Last name used as a student: _____

Social Security Number: _____ Phone Number: _____

Mailing Address: _____ State: _____

Zip Code: _____ Dates of Attendance at NFTC: _____

Program: _____

Student's Signature: _____ Date: _____

**Name of designated person to pick up transcript: (Identification is required):

PLEASE NOTE: Transcripts take up to 2-3 business days to process.

Mail to: North Florida Technical College or Fax to: Student Services

Student Services

904-966-6817

609 N. Orange Street

Starke, FL 32091