



**Request for Unofficial Transcripts or
Verification of Attendance**

Office of Records & Registration, DB Campus

www.erau.edu/dbrecords

Phone: 386-226-6030

Fax: 386-226-6335

NAME: _____ STUDENT NUMBER: _____

EMAIL ADDRESS OR PHONE NUMBER: _____

THIS REQUEST IS FOR: My Unofficial Transcript AND Hold for Final Grades / Degree Posting
Number of Copies: _____
 A Verification of Enrollment Letter

REASON FOR REQUEST: _____

PLEASE ALLOW 3 TO 5 DAYS FOR PROCESSING!

SEND TO: _____

FOR OFFICE USE ONLY:	
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time
Term(s):	
Graduation Date:	

NOTICE: Transcripts will not be provided for any student whose financial obligations to the university have not been met. ALL financial obligations to the University must be paid before the transcript is mailed. For more information about your account, contact the Bursar's Office at (386) 226-6285.

STUDENT SIGNATURE: _____ DATE: _____