



# REQUEST FOR OFFICIAL TRANSCRIPT

OFFICE OF RECORDS & REGISTRATION, Daytona Campus

Web: [www.erau.edu/dbrecords](http://www.erau.edu/dbrecords)

Phone: 386-226-6030

Fax: 386-226-6335

<b>FOR OFFICE USE ONLY:</b>	
PAYMENT RECEIVED BY:	_____
AMOUNT:	_____
DATE:	_____

NAME: \_\_\_\_\_ STUDENT #: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

Or Social Security Number

CURRENT ADDRESS: \_\_\_\_\_

PHONE NUMBER and E-MAIL: \_\_\_\_\_

I AM:  Currently Enrolled  Not Enrolled MY LAST DATE OF ATTENDANCE WAS: \_\_\_\_\_

HOLD FOR FINAL GRADES  HOLD FOR GRADUATION

NUMBER OF COPIES @ \$5 EACH: \_\_\_\_\_

METHOD OF PAYMENT:  CASH  CHECK  MONEY ORDER  
 ONLINE (PLEASE FAX OR MAIL YOUR RECEIPT)  EAGLE DOLLARS

MAIL TRANSCRIPT TO: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

CITY STATE ZIP PHONE

**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 \_\_\_\_\_ REQUEST DATE \_\_\_\_\_

DISTRIBUTION: W – R&R Y – Student