

This form is used to request digitization of a record that has not yet been added to the online record system. This is common for students born in 1954 or earlier or whose enrollment at the University of Florida was prior to 1978. To assist in locating your record, please provide the following information:

Telephone Number_____
E-mail Address_____
Social Security Number_____
Name Enrolled Under_____/_____/_____
Date of Birth_____
Alternate Name(s), if different from above_____
Dates of Attendance_____
Degree(s) Earned (if applicable)

Please submit a copy of your driver's license or other official state or federal photo identification with this request form.

I authorize the University of Florida to digitize my permanent record card into the online system.

I certify that I am the above-named person, and the above statement is true and accurate to the best of my knowledge.

Handwritten Signature_____
Date

**** The processing time for this request is **10 – 15 business days**. Once complete, you will receive an email with further instructions for receiving your UFID number and accessing your online transcript. It will be sent to the email address provided above.*

Submission: This request may be faxed or mailed to the number or address noted below. If faxing your request, please email help@registrar.ufl.edu to alert us after your request has been sent. Once received, you will receive email confirmation of the fax receipt. An email confirmation will be sent in response to any mailed requests once they are received.

Fax to: 352-846-1126

Mail to: Office of the University Registrar, PO Box 114000, Gainesville, FL 32611-4000