

TRANSCRIPT /LETTER OF GOOD STANDING REQUEST FORM

Office of the Registrar 6441 E Colonial Drive Orlando, FL 32807

Phone: 321-206-5600 Fax: 321-206-5640

FEE: \$10 per official transcript: The University WILL NOT provide an official transcript to any student or alumnus who has not met his or her financial obligations to Barry University. Payment must be submitted at the time of request. Requests submitted without payment will not be processed. Transcripts **not claimed** within 30 days of printing will be discarded and must be reordered with full payment. **Please allow 2 weeks.** Type or print all sections below legibly or transcript processing will be delayed.

Current Student Graduate -graduation term _____ No longer enrolled

Date of Request: _____ Barry ID/SSN: _____

First Name: _____ Last Name: _____ Previous Last Name: _____

Telephone number: _____ Personal Email Address: _____

√	Qty	Description	Fee	Amount Due
		Official Transcript Only	\$10 Each	
		Unofficial Transcript	No Charge	N/A
		Letter of Academic Standing Only	No Charge	N/A
		Letter of Academic Standing with Class Rank*	No Charge	N/A
		Official Transcript, Letter of Academic Standing, & Class Rank* packet:	\$10 Each packet	
		TOTAL DUE		

Method of Payment: Cash Check Credit Card**

I request the transcript be: Held for pick up Mailed to the address below Email to the address below

Name _____

Street Address _____

City, State, Zip _____

If left uncheck, the documentation will be sent immediately.

Send Immediately Hold for Final Term Grades Hold for Degree Posting (any state bar will require a transcript with the degree)

***If requested class rank:** Hold for Final Term Grades Use last semester's class rank (example: if made request during Spring 2013 semester, will use Fall 2012 Class Rank).

**** Effective July 5, 2017 credit or debit card users will be assessed a separate convenience fee of 2.25% of the payment amount. This change was approved by the University's Administration. The convenience fee will be charged by our third party processor, not Barry University, to cover costs of processing credit and debit card payments and will not appear in your student account. Barry will not receive any of the convenience fees. Two line items will appear on your credit or debit card account or bank statement; one transaction is for the student account payment and the other transaction is for the convenience fee. You can continue to make payments via cash, check, e-check (ACH) or money order without a convenience fee. You can still choose to pay with a credit card however, the cost to pay in this manner will be assumed by the cardholder. If a third party such as a municipality or your company pays your University related charges, with a credit card, please ensure these organizations are aware the convenience fee will be assessed on credit card transactions starting on July 5, 2017.**

I understand that my official transcript will be delivered via the method selected and that any holds currently on my record will prevent release of my transcript.

Student Signature _____

Date _____

Privacy Act: To protect your right to privacy, transcripts will not be released without your signature

OFFICIAL USE ONLY:

Date Processed: _____ Student Account Check: _____

Payment received: _____ Amount Paid: _____

Credit Card Information: Type of card: Visa Master Card AMEX

Credit Card#: _____ Name on card: _____

Expiration: _____ Security Code: _____ Signature: _____

Card Holder's Billing Address: _____