



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

Office of the Registrar, DB Campus  
[www.erau.edu/dbrecords](http://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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_



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