Instructions for Requests for Hard Copy Certificates/Forms

If you are requesting that a hard copy of a Dean Report, College Report or College Transfer Report be mailed (via United States Postal Service) to any institution of your choice, please read and follow instructions below. If the institution you are sending these materials to will accept them via email or fax, you are encouraged to submit your request on-line, here.

For hard copy deliveries, you may ONLY walk-in or mail your request.

1. Make sure your form is signed and dated.

2. a) Hand-deliver the signed form(s) to Student Conduct & Conflict Resolution office located in the Graham Center 311, Modesto Maidique Campus, with a stamped blank envelope for each form.

   OR

   b) Mail the signed form(s) and a stamped blank envelope for each form to: FIU Student Conduct & Conflict Resolution, 11200 SW 8th St, GC 311, Miami, FL 33199.

3. Provide SCCR staff with the following contact information: your name, PID number email address & phone number.

4. Provide SCCR staff with the name and address of the institution for each form.

You will receive an email confirmation when your request has been processed.

If you prefer that we send out the completed form via FedEx or UPS, you must provide the prepaid delivery materials.