

## Transcript Request Form

An official transcript is a comprehensive record of a student’s academic progress at Texas A&M University. Transcripts contain confidential information and are released only in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Transcripts will not be released without written permission from the student.

**Students with outstanding financial obligations to the University may have a transcript HOLD placed on their academic record and will be blocked from receiving an official transcript until the matter has been settled with the appropriate department.**

Payment **MUST** be received before an official transcript will be produced.

**All official transcript orders are \$10 each.** Students may pay for official transcripts requested on this form with a check, money order, or credit card (American Express, Discover, MasterCard, and Visa). All payments must be made in U.S. Dollars. A fee will be applied to all returned checks.

All requests **MUST** be signed by the student to authorize the release of their academic transcript to the recipient. Registrar staff will make **ONE** attempt to contact the student should there be a problem or question with any of the information provided on the transcript request or to notify the student of a transcript hold. Students will have 2 business days to resolve any problems with the transcript request or removing a transcript hold. If the problem persists longer than 2 business days, a new request will need to be submitted.

During regular processing periods, transcripts ordered by mail, fax, or online will generally be sent within 1-3 business days from receipt of the transcript request. However during certain peak times, such as end of term grading and graduation, transcript processing may require additional time due to the volume of requests received. **All transcript requests will be processed in the order in which they are received; generally 5-7 business days.**

Transcripts ordered in person may be picked up at the time the order is placed. **A photo ID is required when ordering a transcript in person.**

Texas A&M University **does not accept email requests for official transcripts.** Transcripts staff will **NOT** email transcripts. Students may order official PDF eTranscripts through the Howdy online portal. Please refer to the [Order Texas A&M University Transcripts](#) page on the Aggie One Stop website.

The following **special services** available with an official transcript order:

SPECIAL SERVICE	DESCRIPTION
<b>Hold for Grades Processing</b>	A request may be submitted to delay printing the transcript until after final <b>grades</b> for the <b>current</b> semester have been recorded on the official transcript. These requests may be submitted at any time during the current semester. Hold for Grades transcript requests will be processed after end of term processing has been completed on a daily basis through the fifth business day after final grades (for all students) are due. Hold for grades transcript requests received after this date will apply to the following semester.
<b>Hold for Degrees Processing</b>	A request may be submitted to delay printing the transcript until after <b>degrees</b> for the <b>current</b> semester have been recorded on the official transcript. These requests may be submitted at any time during the current semester. Hold for degree requests will initially be processed after degrees have been posted for all degree candidates for the most recently completed semester (typically a few days after the commencement ceremonies). This option does not delay the processing of an official transcript based on an individual student's graduation date. Hold for degree transcript requests will then be printed daily through the fifth business day after final semester grades have been posted. Hold degree transcript requests received after this date will apply to the following semester.
<b>Expedited Shipping Service Options</b>	Transcripts may be sent via one of the following expedited shipping options. <b>Prepaid labels must be provided by the student.</b> <ol style="list-style-type: none"> <li>1. <b>FedEx Express</b> <ul style="list-style-type: none"> <li>○ FedEx Overnight can be used for overnight shipping.</li> <li>○ FedEx 2Day or Express Saver can be used for 2-3 day shipping, respectively.</li> <li>○ Student must order a prepaid label through <a href="http://FedEx.com">FedEx.com</a> and include the label in their transcript request.</li> <li>○ <i>Please note: Student's address must be used as the return address. Please do not use the Registrar's address for the return address.</i></li> </ul> </li> <li>2. <b>USPS Priority Mail Express</b> <ul style="list-style-type: none"> <li>○ USPS Priority Mail Express can be used for 1-3 day shipping, depending on destination.</li> <li>○ Student must order a prepaid label through <a href="http://USPS.com">USPS.com</a> and include the label in their transcript request.</li> <li>○ <i>Please note: Student's address must be used as the return address. Please do not use the Registrar's address for the return address.</i></li> </ul> </li> <li>3. <b>Other Delivery Services</b> <ul style="list-style-type: none"> <li>○ If the student wishes to use a different delivery service, he or she must contact our office at least 2 business days in advance at <a href="mailto:transcript@tamu.edu">transcript@tamu.edu</a> to discuss arrangements.</li> </ul> </li> </ol>
<b>Notarized Official Transcript</b>	<ul style="list-style-type: none"> <li>• For more information regarding this special service, please refer to the <a href="#">Diploma/Transcript Notary Services</a> webpage or email <a href="mailto:registrar-notary@tamu.edu">registrar-notary@tamu.edu</a>.</li> <li>• Please indicate requests for notarization in the "Additional Transcript Options" box on the transcript form.</li> </ul>

For additional information, details regarding the Office of the Registrar’s transcript policies, and frequently asked questions, please refer to the [Order Texas A&M University Transcripts](#) page of the Aggie One Stop website.

## Transcript Request Form

This form can be filled out with Adobe Acrobat and then printed for signatures. Upon completion, this form should be returned to Texas A&M University, Office of the Registrar, Transcripts Section, P.O. Box 30018, College Station, TX 77842-3018; or faxed to 979-862-3391.

Any questions may be directed to 979-845-1066 or [transcript@tamu.edu](mailto:transcript@tamu.edu).

***We cannot accept transcript orders via email. Do not email this form.***

STUDENT NAME: \_\_\_\_\_  
First Middle Last

Other names under which you may have attended: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Student ID Number (leave blank if unknown): \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_  Please check if attended Baylor College of Dentistry

Dates of Attendance: \_\_\_\_\_ Degree or Major: \_\_\_\_\_

### INSTRUCTIONS FOR REQUEST

Number of transcripts ordered: \_\_\_\_\_ **Official Transcripts are \$10 each.**

If requesting a transcript for another school in Texas, include TSI and Core Curriculum information?  Yes  No

**Physical Mailing Address:** **\*\*If you have more addresses, please write or type them in the appropriate section on the next page.**  Same as Current Address

Recipient:			
Street/PO Box:			
City:	State:	Zip Code:	Country:

<p><b>Shipping Options:</b> <small>*If none selected, transcript will be sent First Class.*</small></p> <p><input type="checkbox"/> <b>USPS First Class:</b> (included in cost of transcript; domestic est. delivery 3-10 business days; intl. est. delivery 2-8 weeks; tracking unavailable)</p> <p><input type="checkbox"/> <b>SPEEDE/electronic:</b> (included in cost of transcript; available for select schools within Texas, <a href="#">List of Recipients</a>; sent next business day)</p> <p><input type="checkbox"/> <b>FedEx Express:</b> (please provide prepaid shipping label ordered from <a href="http://FedEx.com">FedEx.com</a> with order form; cannot be used for PO Boxes)</p> <p><input type="checkbox"/> <b>USPS Priority Mail Express:</b> (please provide prepaid shipping label ordered from <a href="http://USPS.com">USPS.com</a> with order form)</p> <p><input type="checkbox"/> <b>Other (please specify):</b> _____</p>	<p><b>Additional Transcript Options:</b> <input type="checkbox"/> <b>No additional services requested</b></p> <p><input type="checkbox"/> <b>Hold for Current Semester Grades:</b> Delay printing the transcript until after final grades for the current semester have been recorded on the official transcript.</p> <p><input type="checkbox"/> <b>Hold for Current Semester Degree Posting:</b> Delay printing the transcript until after degrees for the current semester have been recorded on the official transcript.</p> <p><input type="checkbox"/> <b>Notarize:</b> For more information regarding this special service, please refer to the <a href="#">Diploma/Transcript Notary Services</a> webpage on the Aggie One Stop website.</p> <p><input type="checkbox"/> <b>Include attached form:</b> Completed form must be received within 24 hours of Transcript Request form.</p> <p><input type="checkbox"/> <b>Other:</b> _____</p>
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### ACKNOWLEDGMENT OF POLICIES & AUTHORIZATION FOR REQUEST

*I certify I am the person whose name above, and do hereby authorize the release of my academic records to the address(es) provided. I hereby acknowledge that I have read and understand the Office of the Registrar's policies for requesting and sending official Texas A&M transcripts. I understand if I currently have a transcript hold on my academic record due to any financial obligations I owe to the University, this must be settled with the appropriate office prior to the release of my transcript as requested on this form. For transcript requests using a credit card as the form of payment, my signature here authorizes the charges be applied to the credit card account based on the information provided below.*

**Handwritten SIGNATURE (required):**

### PAYMENT INFORMATION

Official transcripts are \$10 each. A check, money order or credit card may be used to pay. Please provide information below for EITHER a check or money order OR a credit card. Please make the check or money order payable to TAMU.

This information will be destroyed after your payment has been processed.

Check or money order enclosed for \$ \_\_\_\_\_ Number of the check/money order enclosed: \_\_\_\_\_

Visa  MasterCard  Discover  AMEX  CC Card# \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CSV Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Number of Transcripts: \_\_\_\_\_ x \$10 = \_\_\_\_\_  
Amount to Charge

Order Processed By: _____	<b>For Office Use Only:</b>	Date Processed: _____	Time: _____	Amt Charged: \$ _____
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## Transcript Request Addendum

This page only needs to be submitted IF you need to provide multiple addresses for your transcript order.

Number of transcripts ordered: \_\_\_\_\_

**Official Transcripts are \$10 each.**

If requesting a transcript for another school in **Texas**, include **TSI and Core Curriculum information?**

Yes  No

**Physical Mailing Address:**

Same as Current Address

Recipient:			
Street/PO Box:			
City:	State:	Zip Code:	Country:

**Shipping Options:**

\*If none selected, transcript will be sent First Class.\*

- USPS First Class:** (included in cost of transcript; domestic est. delivery 3-10 business days; intl. est. delivery 2-8 weeks; tracking unavailable)
- SPEEDE/electronic:** (included in cost of transcript; available for select schools within Texas, [List of Recipients](#); sent next business day)
- FedEx Express:** (please provide prepaid shipping label ordered from [FedEx.com](#) with order form; cannot be used for PO Boxes)
- USPS Priority Mail Express:** (please provide prepaid shipping label ordered from [USPS.com](#) with order form)
- Other (please specify):**

**Additional Transcript Options:**

No additional services requested

- Hold for Grades:** Delay printing the transcript until after final grades for the current semester have been recorded on the official transcript.
- Hold for Degree:** Delay printing the transcript until after degrees for the current semester have been recorded on the official transcript.
- Notarize:** For more information regarding this special service, please refer to the [Diploma/Transcript Notary Services](#) webpage on the Aggie One Stop website.
- Include attached form:** Completed form must be received within 24 hours of Transcript Request form.
- Other:**

Number of transcripts ordered: \_\_\_\_\_

**Official Transcripts are \$10 each.**

If requesting a transcript for another school in **Texas**, include **TSI and Core Curriculum information?**

Yes  No

**Physical Mailing Address:**

Same as Current Address

Recipient:			
Street/PO Box:			
City:	State:	Zip Code:	Country:

**Shipping Options:**

\*If none selected, transcript will be sent First Class.\*

- USPS First Class:** (included in cost of transcript; domestic est. delivery 3-10 business days; intl. est. delivery 2-8 weeks; tracking unavailable)
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- USPS Priority Mail Express:** (please provide prepaid shipping label ordered from [USPS.com](#) with order form)
- Other (please specify):**

**Additional Transcript Options:**

No additional services requested

- Hold for Grades:** Delay printing the transcript until after final grades for the current semester have been recorded on the official transcript.
- Hold for Degree:** Delay printing the transcript until after degrees for the current semester have been recorded on the official transcript.
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Same as Current Address

Recipient:			
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- Other (please specify):**

**Additional Transcript Options:**

No additional services requested

- Hold for Grades:** Delay printing the transcript until after final grades for the current semester have been recorded on the official transcript.
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