



HOW TO SEND YOUR OFFICIAL TRANSCRIPT FROM LAREDO COLLEGE TO TAMIU

1

In Google Search, type "Laredo College transcript" and click on first link (Request a Transcript - Laredo College) where it will direct you to the LC page. Select the "TranscriptPlus" icon.

2

In "Transcript Ordering Services" screen, select "Order PDF Transcript(s)".

3

In "Student Info" screen, fill out the required fields and click Next.

4

In "Order Options" screen, Select "Regular Request", "Send Now", and "For Undergraduate Admission" in the "Primary reason for ordering" field and click Next.

Office of Admissions
Email: adms@tamiu.edu
Telephone: (956) 326-2200
Address: 5201 University Blvd.
Laredo, Texas 78041

5

In "Recipient(s)" screen, select "Enter Recipient Manually" and "PDF Download" For the Required Recipient Information enter the following information.

Select "No" when asked "Are you providing an attachment?" and Select "Next" where you confirm the recipient (TAMIU Admissions) information and select "Continue to Summary"

6

In "Summary" you will verify all information provided and select "Go to Payment".

7

In "Payment", please read and accept the agreement to proceed and select "Pay". You will then be directed to "Secure Payment Gateway" to enter payment information and select "Submit Payment".

8

Your "Order Number" will appear on your screen indicating you have requested your LC transcript be sent to TAMIU. At the bottom of the screen, please Select "Finish" to confirm it was successfully processed. If you see the "Additional Action Required" screen pop on, please complete the authorization form to complete request.