



# Official Transcript Request Form

## Office of the University Registrar

### Student Information

(Please Print)

TAMIU ID (or last 4 of SSN)

Other names that may appear in our records (if applicable)

Current Full Name

Date of Birth

Dates of Attendance - (MM/YY) (for former students only)

Daytime Phone Number

Degree(s) Awarded (if applicable)

Email Address

### Request Information

Note: All official transcripts are sealed in an envelope. Transcripts that are handed or mailed directly to the student will have "Issued to Student" stamped on the front of the envelope. **The transcript fee is \$7.25 per transcript.** Unless specified below, transcripts will be processed immediately. \*Transcripts will NOT be released until all applicable holds are cleared.

Check those that apply:

Transcript(s) to be issued directly to student - Number of copies to be issued to student: \_\_\_\_\_

Transcript(s) to be mailed - Number of copies to be mailed: \_\_\_\_\_

Additional Options:

Hold for Current Semester Final Grades     Hold for Current Semester Degree Posting     Transcript with notarization

For Transcripts to be mailed, provide address information below:

1.) \_\_\_\_\_ 2.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total number of transcripts requested: \_\_\_\_\_ X \$7.25 = \_\_\_\_\_

Additional instructions (e.g.: who is authorized to pick up your transcript): \_\_\_\_\_

### Signature

Student's Signature

Date

### Additional Information

\*Payment: A check, money order or credit card may be used to pay. Payment must be made directly to the Business Office by phone at (956) 326-2141 or in person at ZSC 137. DO NOT PROVIDE ANY PAYMENT INFORMATION ON THIS FORM.

\*Any forms required to be included with transcript must be included with this request.

### Office Use Only

Transcript Type: Banner / PRC    Holds? Y / N    Receipt #: \_\_\_\_\_    Processed by: \_\_\_\_\_    Date \_\_\_\_\_