

Transcript Information

ATTENTION: Expect delays for transcript orders and delivery due to end of Fall 2018 grading and graduation processing.

Before placing your order, review schedule details posted online at: [Transcript Order and Processing Schedule Notice](#).

*Transcript ordering will be unavailable during the university closure from December 24-January 1, 2019.
Transcript ordering will resume beginning at 8am, January 2, 2019.*

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 1-5 business days from receipt of the transcript request. However during certain peak times, transcript processing may require additional time due to the volume of requests received. 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 web order only. Please refer to the [Official PDF Transcript Production and Delivery Options & Online Transcript Ordering Options](#) posted on the Office of the Registrar’s website.

The following **special services** available with an official transcript order; however, additional costs may apply:

Special Service	Description	Additional Cost?
Hold for Grades Processing	A request may be submitted to delay printing the transcript until after final grades for the current 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.	No
Hold for Degrees Processing	A request may be submitted to delay printing the transcript until after degrees for the current 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.	No
Expedited Shipping Service Options	Transcripts may be sent via one of the following expedited shipping options at an additional cost. 1. Overnight Shipping (Same Day Processing) o The Office of the Registrar uses Federal Express for overnight shipping service. o The deadline to request same-day processing for overnight requests is 3 p.m. (CST). o Payment for delivery must be made with a credit card and billing will occur separately, direct from FedEx. o <i>Note: Requests for FedEx overnight delivery on a transcript with a P.O. Box recipient address will result in delayed processing as FedEx cannot deliver to a P.O. Box recipient.</i> 2. U.S. Priority Mail Express (2-3 priority express delivery/Next Day Processing) o The Office of the Registrar uses the U.S. Postal Service for priority express shipping service. o The deadline to request next-day processing for priority express requests is 3 p.m. (CST) in order for processing to be completed and mailed out the next business day. o Payment for this additional service is \$23.75 for domestic deliveries and will need to be paid at the time of the transcript order. Priority Mail Express International delivery service is available beginning at \$40.95. 3. Other Delivery Services o 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 transcript@tamu.edu to discuss arrangements.	Yes, varies
Deadline Processing Service	All transcript requests are processed as soon as possible (typically between 1-5 business days depending on peak processing periods). • <i>However</i> , if a transcript order needs expedited processing in order to meet a specific deadline (e.g., admission deadline, etc.), the student may request expedited processing by providing an EXACT date on which the transcript must be postmarked. • Students still need to allow for a 1-5 business day processing period for this transcript request service. • <i>Any transcript requests marked 'RUSH,' 'ASAP,' or with any other non-date-specific phrasing will be processed with all other transcript requests as they were received.</i>	No
Notarized Official Transcript	• For more information regarding this special service, please refer to the Diploma/Transcript Notary Services webpage on the Registrar’s website. • Please indicate requests for notarization in the “Additional Instructions” box on the transcript form.	No

For additional information, details regarding the Office of the Registrar’s transcript policies, and frequently asked questions, please refer to <http://registrar.tamu.edu/Transcripts-Grades/Transcripts>.

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. 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: _____

Student ID Number: _____ Date of Birth: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Office Phone: _____ Cell Phone: _____

Email Address: _____

Dates of Attendance: _____ Degree(s): _____

SPECIAL INSTRUCTIONS FOR REQUEST

Number of transcripts ordered: _____

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

Send electronically, to another institution which receives Texas A&M University EDI/SPEEDE Transcripts? (List of Recipients) Yes No

If requesting a transcript prior to end of term processing for a semester or summer session, do you want to:

Hold transcript printing for semester grades? Yes No

Hold transcript printing for degree entry? Yes No

If **expedited processing** is needed, please provide the **date** your transcript **MUST** be postmarked: _____

<p>Additional Instructions (Overnight Delivery, Attach Form, etc.):</p> <p><input type="checkbox"/> U.S. Priority Mail (\$24.70 domestic est. delivery 2-3 days; rates and shipping time vary for <u>international</u>)</p> <p><input type="checkbox"/> FedEx Overnight (rate varies as determined by FedEx)</p> <p><input type="checkbox"/> Include Accompanied Form (form must be received within 24 hrs)</p> <p><input type="checkbox"/> Other (please specify): _____</p>	<p>Mail transcript(s) to:** _____</p> <p>_____</p> <p>_____</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------

**if you have more addresses, please write or type them in the appropriate section on the next page.

For Office Use Only:			
Order Processed By: _____	Date Processed: _____	Time: _____	Amt Charged: \$ _____

ACKNOWLEDGEMENT 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.

FedEx shipping charges will be appear as a separate charge from the service provider.

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# _____ - _____ - _____

The **current address** provided above is the billing address for the credit card provided.* Yes No CSV Code _____

Name on Card: _____ Expiration Date: _____ Amount to Charge \$ _____

* If the information provided for your current address is NOT the billing address for the credit card provided (AND you have requested overnight FED EX delivery), please include this information in the appropriate section on the next page.

Transcript Request Addendum

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Any questions may be directed to 979-845-1066 or transcript@tamu.edu. We cannot accept transcript orders via email. Do not email this form.

This page only needs to be submitted IF you need to provide a credit card billing address or multiple addresses for your transcript order.

BILLING ADDRESS FOR CREDIT CARD (if needed)

Billing Address: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Office Phone: _____ Cell Phone: _____

ADDITIONAL ADDRESSES FOR TRANSCRIPT RECIPIENTS

Number of transcripts ordered: _____

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

Send electronically, to another institution which receives Texas A&M University EDI/SPEEDE Transcripts? (**List of Recipients**) Yes No

If requesting a transcript prior to end of term processing for a semester or summer session, do you want to:

Hold transcript printing for semester grades? Yes No Hold transcript printing for degree entry? Yes No

If **expedited processing** is needed, please provide the **date** your transcript **MUST** be postmarked: _____

Additional Instructions (Overnight Delivery, Attach Form, etc.):

- U.S. Priority Mail Express** (est. delivery 2-3 days; rates vary)
- FedEx Overnight** (rate varies as determined by FedEx)
- Include Accompanied Form** (form must be received within 24 hrs)
- Other**

Mail transcript(s) to:**

Number of transcripts ordered: _____

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

Send electronically, to another institution which receives Texas A&M University EDI/SPEEDE Transcripts? (**List of Recipients**) Yes No

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