



# SAM HOUSTON STATE UNIVERSITY

A Member of The Texas State University System

## OFFICE OF THE REGISTRAR

www.shsu.edu

1-866-BEARKAT

### Request for Official Transcript- By Proxy

You may authorize a third party to order or pick up your official transcript. The authorized person must provide.

1. By proxy form or a Letter that includes all of the following information.
2. A state-issued photo ID or passport that identifies the third party as the person named.
3. A payment of \$5.00 per transcript if mailed using standard mail within the U.S. (if mailing outside of the U.S. or using another form of shipping, additional fees will apply), payable by cash, check or money order.

I authorize:

\_\_\_\_\_ to order or pick up my official transcript.

**Please complete entire form. Incomplete forms risk not being processed.**

(Last)	(First)	(MI)	(Maiden)
SamID or SSN: _____		Date of Birth: _____	
Phone Number: _____		Email Address: _____	
Mailing Address: _____			
Street Address	Apt. #	City	State Zip

#### Once the transcript is processed, please:

Allow proxy to pick up request.

<input type="checkbox"/> Mail To:	Mail To:
_____	_____
_____	_____
_____	_____
_____	_____
Number of Transcripts _____	Number of Transcripts _____

Must provide last date of attendance: \_\_\_\_\_

Did you attend SHSU prior to 1978?  Yes or  No (select one)

Student's Signature: \_\_\_\_\_  
*Required for Release*

#### **We do not accept phoned, faxed, or emailed requests.**

All transcripts are sealed individually• Please make Check, or Money order payable to SHSU• CC accepted online only  
Transcripts will not be released for students financially indebted to the University, or with holds on their account.  
If we are unable to comply with your request you will be notified by mail.