

Transcript Information

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.

Official transcripts *ordered and picked up in person at the Registrar's Office* are \$7 each. **All other official transcript orders are \$10 each (mail, fax, web, etc.).** 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.

All requests **MUST** be signed by the student to authorize the release of their academic transcript to the recipient. Transcript requests received without the student's signature will remain unprocessed until the signature is received. Transcript section 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.

During regular processing periods, transcripts ordered by mail, fax, or online will generally be sent within two working 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 unless the request includes a scanned signature from the student. Transcripts will not be sent via email.

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

- **Hold for Grades/Hold for Degree Posting** – A request may be submitted to delay printing the transcript until after grades and/or 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 Grades/Hold for Degree transcript requests will print 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/hold for degree transcript requests received after this date will apply to the following semester.
- **Overnight Delivery** – Transcripts may be sent overnight at an additional cost. The Office of the Registrar uses Federal Express for overnight service. If the student wishes to use a different delivery service, he or she must make arrangements with the service in advance. Payment for delivery must be made with a credit card or with a separate check/money order made payable to the delivery service. The deadline to request same-day processing for overnight requests is 3 p.m. (CST). During certain peak times, the Transcript Section may not be able to process all requests for same day, overnight delivery service received by 3 p.m. due to the volume of orders received. The staff will attempt to contact the student if same-day service processing will not be possible. *(Note: The U.S. Postal Service is the **only** mail carrier able to deliver an express mailing to a P.O. Box. Requests for FedEx overnight/express delivery on a transcript with a P.O. Box recipient address will result in delayed processing.)*
- **Faxed copy of TAMU transcript** – Most educational institutions, offices, and businesses will consider a faxed transcript an **UNOFFICIAL** copy or may not accept faxed transcripts at all. Therefore faxing transcripts is not recommended. It is the student's responsibility prior to requesting this service to ensure the intended recipient will accept a faxed transcript to meet their needs. While there is no additional charge for this service, any student requesting a transcript be faxed must pay the \$10 official transcript fee. An official transcript is also mailed for **ALL** fax requests. A correct fax number must be provided by the student, and the Office of the Registrar is not responsible for failed transmissions.
- **Expedited Processing** – All transcript requests are processed as soon as possible (unless requested otherwise). However, 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 and/or received by the recipient. *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.*
- **Notarized copy of official TAMU transcript** – Under certain circumstances, a student may need to request a transcript be notarized (e.g., visa processing in a foreign country). For more information regarding this special service, please refer to the Notarized Diploma/Transcript webpage (<http://registrar.tamu.edu/Former/NotaryService.aspx>) on the Registrar's website. Please indicate requests for notarization in the "Additional Instructions" box on the transcript form.

For additional information, details regarding the Office of the Registrar's transcript policies, and frequently asked questions, please refer to <http://registrar.tamu.edu/Former/Transcript.aspx>.

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.

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): _____

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) listed below. 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.

SIGNATURE
(required): _____

SIGN HERE

SPECIAL INSTRUCTIONS FOR REQUEST

Number of transcripts ordered: _____ Mail each transcript in a separately sealed envelope? ☐ Yes ☐ No

If requesting an undergraduate transcript for another school in **Texas**, include the following?

TASP/THEA/TSI scores? ☐ Yes ☐ No Core Curriculum Addendum? ☐ 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 in order to meet any deadline, please provide the **date** and indicate whether your transcript **MUST** be postmarked or received **by** this date: _____ ☐ **Must be Postmarked** ☐ **Must be Received**

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

- ☐ **U.S. P.S.** Express Mail (additional \$19.95 cost; 1-2 day delivery)
- ☐ **FedEx** (additional costs apply; rate varies)
- ☐ **Other** _____

Mail transcript(s) to:** _____

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

FAX a transcript to: _____ FAX Number: _____

TAMU is not responsible for failed fax transmissions. Only a TAMU transcript will be faxed.

For Office Use Only:

Order Processed By: _____ Date Processed: _____ Time: _____ Amt Charged: \$ _____

PAYMENT INFORMATION

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.

Official transcripts ordered by mail, fax, web, etc. are **\$10 each**; however official transcripts ordered and picked up in person at the Registrar's Office will be \$7 each.

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 ☐ American Express _____ - _____ - _____ - _____

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

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.

Please note: 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

If **expedited processing** is needed in order to meet any deadline, please provide the **date** in which your transcript **MUST** be postmarked or received:

Must be
Postmarked

Must be
Received

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

- ☐ **U.S. P.S.** Express Mail (additional \$19.95 cost; 1-2 day delivery)
- ☐ **FedEx** (additional costs apply; rate varies)
- ☐ **Other**

Mail transcript(s) to:

FAX a transcript to: _____

FAX Number: _____

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FAX a transcript to: _____

FAX Number: _____

For additional addresses, please submit the information on a separate page.