



**Official Transcript Request**

Name: \_\_\_\_\_ Former Name/s: \_\_\_\_\_

(if applicable)

CWID/SSN #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Dates of attendance: \_\_\_\_\_

(Please allow 3-5 Business days for processing)

(Example: 1974-1994)

**Transcript/s should be processed:**

- \_\_\_\_\_ Now (Please check a method/s of delivery)
- \_\_\_\_\_ Hold for degree posting
- \_\_\_\_\_ Hold for current semester grades

**Method of Delivery:**

- \_\_\_\_\_ Mail Transcripts (supply address below)
- \_\_\_\_\_ Hold for Pick-up (supply date and time below)
- \_\_\_\_\_ E-mail official transcript (supply e-mail below)

**Type of Transcript**

- Official \_\_\_\_\_ Unofficial \_\_\_\_\_
- \_\_\_\_\_ Undergraduate (Bachelors)
- \_\_\_\_\_ Graduate (Masters and Doctoral)

- Total Number of Copies: \_\_\_\_\_
- Number of Sealed Copies: \_\_\_\_\_
- Number of Un-Sealed Copies: \_\_\_\_\_

**Fill out only the information below that pertains to the Method of Delivery checked above:**

Address to mail to: Name: \_\_\_\_\_  
 Street 1: \_\_\_\_\_  
 Street 2: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_

Pick up: Date and Time \_\_\_\_\_

\*Person other than yourself to pick up transcript: \_\_\_\_\_

(\*this person must provide a picture ID at pick up)

E-mail to: E-mail address of recipient: \_\_\_\_\_  
 Your e-mail address: \_\_\_\_\_

For additional requests or addresses, please use additional forms.

Please be aware that end of current semester transcript requests are frozen for one week until all grade postings and end of semester processes are completed.

\*Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*A signature is REQUIRED or the form will be returned to the sender.

**Return To:**

Office of the Registrar  
 Texas A&M University – Commerce, P.O Box 3011, Commerce, Texas 75429-3011  
**Fax: (903) 886-5888**  
**E-mail: Transcripts@tamuc.edu**

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