

# **DocuSign Transcript Request Student User Guide**

**Office of the Registrar  
Texas A&M University-Kingsville**

# 1

## Signing Into DocuSign and Applying the Access Code

Enter your first and last name on the *Your Name* field. Be sure to use an email that you can easily access. DocuSign will send a validation code to the email provided.

The validation code will come in an email like the one shown below:

**PowerForm Signer Information**

Please enter your first and last name and then your email. Once submitted, you will receive an email with an access code to complete the Transcript Request form. If you have any questions, please contact the Office of the Registrar at (361) 593-2811 or email registrar@tamuk.edu. Thank you.

Please enter your name and email to begin the signing process.

**students**


**Your Name: \***

**Your Email: \***

**BEGIN SIGNING**



Signing validation code:

**RESUME SIGNING**


Copy and enter the validation code into the access page to continue signing.

If you did not start signing TAMUK-Official Transcript Request Form for , please contact support.

Powered by **DocuSign**

Type in (or copy and paste) the code from the email and insert it in the *Access Code* field and click **VALIDATE**.

**Please enter the access code to view the document**

 **RegistrarOffice**  
Texas A&M University-Kingsville

An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email.

Access Code

**VALIDATE** **I NEVER RECEIVED AN ACCESS CODE**

## 2 Terms and Conditions

DocuSign will ask you to read the Electronic Record and Signature Discloser. If you agree to the terms and conditions, check the box and click CONTINUE. (Note: If you do not agree, you will not be able to continue.)

Please Review & Act on These Documents

 RegistrarOffice  
Texas A&M University-Kingsville

 Powered by DocuSign

Please read the [Electronic Record and Signature Discloser](#).


I agree to use electronic records and signatures.

**CONTINUE** OTHER ACTIONS ▾

## 3 Personal Information

Fill out the required fields and verify that the information is correct on the form.

An electronic signature is required. Click on the yellow box above *Student's Signature*. You will be given 3 options on how you prefer to sign.

 **TEXAS A&M UNIVERSITY KINGSVILLE**

OFFICE OF THE REGISTRAR  
MSC 105, 1050 W SANTA GERTRUDIS AVE  
KINGSVILLE, TEXAS 78363-8202  
PH (361)593-2811 \* FAX (361) 593-2195  
[www.tamuk.edu](http://www.tamuk.edu)

**Official Transcript Request Form**  
**\*\*Please allow 3 business days for processing\*\***

**Personal Information:**

Date of Birth K ID# or SS# Last year of attendance


\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

Last Name First Name MI Other names used

**Contact Information:**

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

Email  Phone Number

 \_\_\_\_\_

Student's Signature Date

**OPTION 1-Select style. Click ADOPT AND SIGN.**

**Adopt Your Signature**

Confirm your name, initials, and signature.

\* Required

Full Name\* Initials\*

SELECT STYLE DRAW UPLOAD

PREVIEW [Change Style](#)

DocuSigned by:  
Your Name  
Z3CUB-117F9-3845/...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

**OPTION 2-Draw. Using your mouse, stylist, or finger draw your signature in the box provided. Click ADOPT AND SIGN.**

**Adopt Your Signature**

Confirm your name, initials, and signature.

\* Required

Full Name\* Initials\*

SELECT STYLE DRAW UPLOAD

DRAW YOUR SIGNATURE [Clear](#)

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

**OPTION 3-Upload. Click ADOPT AND SIGN.**

**Adopt Your Signature**

Confirm your name, initials, and signature.

\* Required

Full Name\* Initials\*

SELECT STYLE DRAW UPLOAD

PREVIEW

UPLOAD YOUR SIGNATURE

For best results use an image that is 400 x 145 pixels

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

# 4

## Mailing Option

If choosing the Mail Option, click on the check box and specify how many copies of each level you want to have mailed. You can request up to 3 per day per degree. If you wish to request all levels then type in the same amount (up to 3) on each blank. If you do not want certain levels, then add a 0 to the box. (See example below)

**Provide an accurate mailing address with the name or department you wish to send the transcript to.**

Choosing the mailing option also means that the transcript will be sent regular standard mail via the U.S. Postal Service. Time of delivery will be based on their service.

**Limit 3 Copies (1 request per day)**

**Mail Option:** Please enter 0 for copies not applicable

Undergraduate copies       Graduate copies       Doctoral copies

**Please provide a complete mailing address(es) including name or office, university/college name, address, city, state & zip code:**

Address 1	Address 2	Address 3
Jane Doe	Del Mar College	City of Kingsville
123 Aspen Lane	101 Baldwin Blvd	123 City St
Corpus Christi, TX 78414	Corpus Christi, TX 78401	Kingsville, TX 78363

**NOTE: Transcripts will be sent electronically to colleges or universities that are members of the SPEEDE network and capable of receiving electronic transcripts.**

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## Pick Up

If choosing the Pick Up option, click on the check box and specify how many copies of each level you want to have picked up. You can request up to 3 per day per degree. If you wish to request all levels then type in the same amount (up to 3) on each blank. If you do not want certain levels, then please add a 0 to the box. (See example below)

If someone other than you will be picking up, click the box next to Picked up by someone other than the student. Enter the name of the person who will be picking up your transcript.

Transcripts will be available for pick up at the Javelina Enrollment Services Center's front desk located in the Memorial Student Union Building Room 132.

You, or someone you have authorized, will be required to present a valid photo ID (student ID, driver's license, etc.) in order to pick up the official transcript.

**Pick Up Option:** Please enter 0 for copies not applicable

Undergraduate copies       Graduate copies       Doctoral copies

Picked up by someone other than the student. Name:

**NOTE: Any person picking up transcript must have picture ID.**

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## OPTIONAL: Hold for Current Semester Grades / Hold for Degree Notation

This option is for the following:

- Hold for current semester grade: This will hold your transcript request until the semester grades have posted. Once the grades are posted, the transcript will be sent out.
- Hold for degree notation: This will hold your transcript request until your degree notation has been posted on your transcript.

**Hold for current semester grades**       **Hold for degree notation**



## OPTIONAL: Update Permanent Mailing Address

If you would like to update your permanent mailing address, please fill in this section. Please note: the address will not be updated if it is incomplete.

Update your permanent mailing address:



## Finish and Reminders

When the form is complete, please verify the information once more. Click FINISH at the bottom of the form. The form goes directly to the Office of the Registrar and once it is completed by the Registrar's office, you will receive an email from DocuSign. This email will just be a copy of the completed form and **NOT THE TRANSCRIPT**.



## Contact Information

Office of the Registrar  
Texas A&M University-Kingsville  
Phone: 361-593-2811  
Email: registrar@tamuk.edu