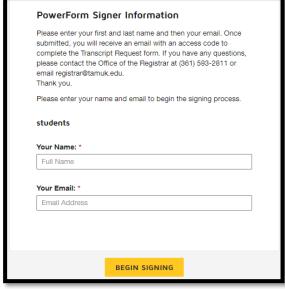
DocuSign Transcript Request Student User Guide

Office of the Registrar Texas A&M University-Kingsville

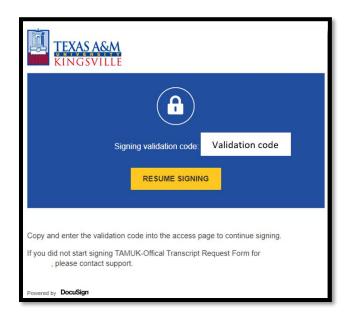


Signing Into DocuSign and Applying the Access Code

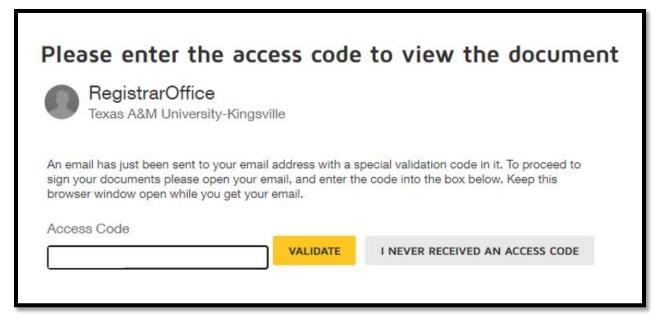
Enter your first and last name on the Your Name field. Be sure to use an email that you can easily access. DocuSign will send a validation code to the email provided.



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



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





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.)

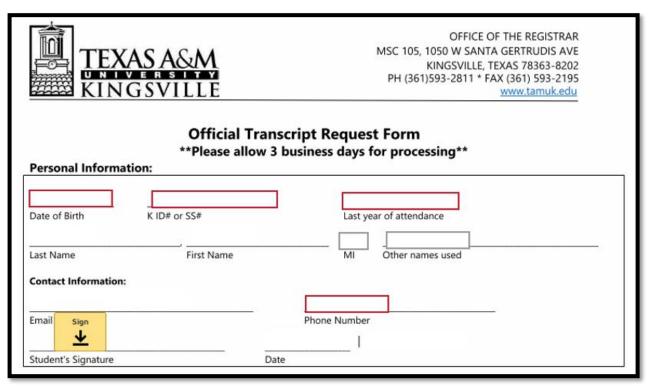




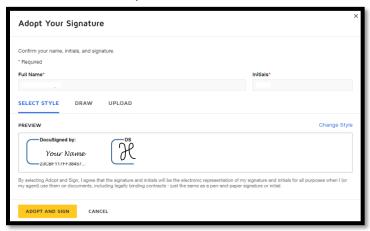
Personal Information

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

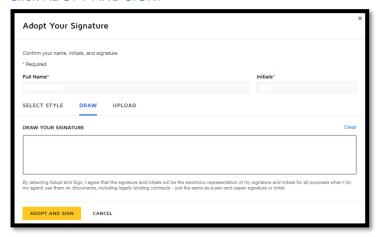
An electronic signature is required. Click on the yellow box above *Student's Signature*. You will be given 3 options on how you prefer to sign.



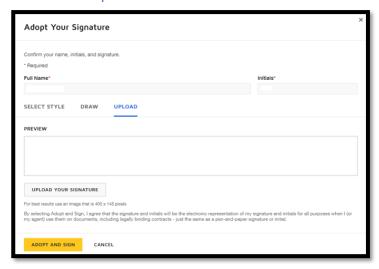
OPTION 1-Select style. Click ADOPT AND SIGN.



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



OPTION 3-Upload.Click ADOPT AND SIGN.

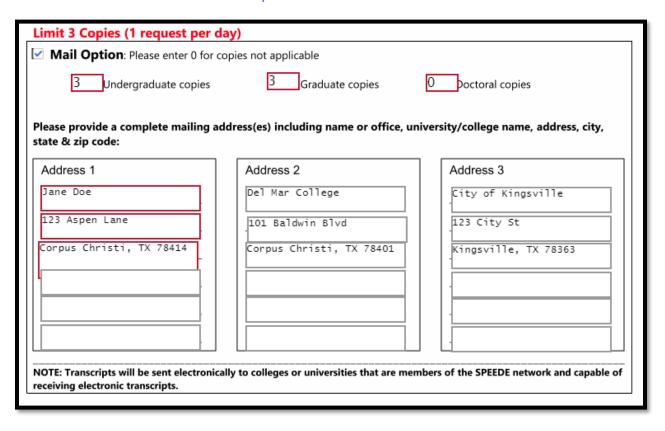


Mailing Option

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.



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			
3 Undergraduate copies 3 Graduate copies 0 Doctoral copies			
Picked up by someone other than the student. Name: John Doe NOTE: Any person picking up transcript must have picture ID.			

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.

	E
☐ 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