



Official Transcript Request Form

Please allow 3 business days for processing

(Complete in Blue or Black Ink)

Personal Information:

Form with fields for Date of Birth, Last year of attendance, K ID# or SS#, Email, (Print) Last Name, First, MI, Maiden, Name while attending if different from above, other names used, Student's Signature (Required), and Date.

___To be picked up by someone other than student. Name: _____

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

Delivery Methods:

Delivery Methods section containing *Limit 3 copies (1 request per day), *Mail Option, *Pick Up Option, and Hold for current semester grades/degree notation. Includes a large field for mailing address(es).

Written request can be emailed (PDF attachment) to registrar@tamuk.edu or faxed to (361) 593-2195

For office use only:

For office use only section with fields for Date Marked, Date Mailed, Date EDI Marked, Date EDI Sent, Date Picked Up, By, and Update your permanent mailing address.