Official Transcript Request Form

**Please allow 3 business days for processing**

(Complete in Blue or Black Ink)

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Last year of attendance</th>
<th>K ID# or SS#</th>
<th>Email</th>
</tr>
</thead>
</table>

(Print) Last Name | First | MI | Maiden

Name while attending if different from above | other names used

Student’s Signature (Required) | Date

To be picked up by someone other than student. Name: __________________________________________________________________________

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

Delivery Methods:

*Limit 3 copies (1 request per day)

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

☑ *Mail Option:  
    - Undergraduate ____ copies
    - Graduate ____ copies
    - Doctoral ____ copies

☐ *Pick Up Option:
    - Undergraduate ____ copies
    - Graduate ____ copies
    - Doctoral ____ copies

☐ Hold for current semester grades

☐ Hold for degree notation

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

____________________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

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

For office use only:

Update your permanent mailing address:

Date Marked: ______________  By: ____________  
Date Mailed: _______________  By: ____________  
Date EDI Marked: _____________  By: ____________  
Date EDI Sent: _______________  By: ____________  
Date Picked Up: ______________  By: ____________

Rev. 04/30/2019