

# **DocuSign Transcript Request Student User Guide**

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

# 1 Signing Into DocuSign

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.

**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**

## 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 Disclosure](#).

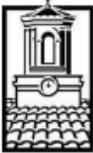
I agree to use electronic records and signatures.

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.



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

**\*\*3-5 business days for processing\*\***  
**Limit 1 request per day-up to 2 copies**

**Personal Information**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	K ID# or SS#	Last Year Attended	Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	First Name	MI	Other Names Used
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Student's Signature	Date	Email	<input type="text"/>

Sign  
↓

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

The screenshot shows the 'Adopt Your Signature' form with the 'SELECT STYLE' tab selected. It includes fields for 'Full Name\*' and 'Initials\*', a 'PREVIEW' section showing a signature style, and 'ADOPT AND SIGN' and 'CANCEL' buttons.

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

The screenshot shows the 'Adopt Your Signature' form with the 'DRAW' tab selected. It includes fields for 'Full Name\*' and 'Initials\*', a 'DRAW YOUR SIGNATURE' box, and 'ADOPT AND SIGN' and 'CANCEL' buttons.

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

The screenshot shows the 'Adopt Your Signature' form with the 'UPLOAD' tab selected. It includes fields for 'Full Name\*' and 'Initials\*', an 'UPLOAD YOUR SIGNATURE' button, and 'ADOPT AND SIGN' and 'CANCEL' buttons.

# 4

## Mailing Option

If choosing the Mail Option, click on the check box and **provide an accurate mailing address with the name or department you wish to send the transcript to** and specify how many copies of each level you want to have mailed. You can request up to 2 per day per degree.

\*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.\*

<input checked="" type="checkbox"/> <b>Check box for Mail Option:</b> Please provide a complete mailing address(es) including name or office, university/college name, address, city, state & zip code. Include the number of copies you wish to request.			If needing to attach a document, please click the attachment icon.  <small>Optional</small>		
<b>Address Box</b>			<b>Address Box</b>		
UG Copies <input checked="" type="checkbox"/>	GR Copies <input type="checkbox"/>	DR Copies <input type="checkbox"/>	UG Copies <input type="checkbox"/>	GR Copies <input checked="" type="checkbox"/>	DR Copies <input type="checkbox"/>
<input type="text" value="John Doe"/>			<input type="text" value="City of kingsville"/>		
<input type="text" value="123 Main St."/>			<input type="text" value="123 City St."/>		
<input type="text" value="Kingsville, TX 7863"/>			<input type="text" value="Kingsville, TX 78363"/>		
<input type="text" value="2 Copies"/>			<input type="text" value="2 Copies"/>		
<b>NOTE: Transcripts will be sent electronically to colleges or universities that are members of the SPEEDE network and capable of receiving electronic transcripts.</b>					

## 5 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 2 per day per degree. If you wish to request all levels then type in the same amount (up to 2) 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.

<input checked="" type="checkbox"/> <b>Check box for Pick Up Option:</b>	Undergraduate copies	Graduate copies	Doctoral copies
	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="0"/>
<input checked="" type="checkbox"/> Picked up by someone other than the student. Name:	<input type="text" value="John Doe"/>		
<b>NOTE: Any person picking up transcript must have picture ID.</b>			

## 6 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.

<input type="checkbox"/> <b>Hold for current semester grades</b>	<input type="checkbox"/> <b>Hold for degree notation</b>
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## 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