



Official Transcript Request Form

Office of the University Registrar

Student Information

(Please Print)

TAMIU ID (or last 4 of SSN)

Other names that may appear in our records (if applicable)

Current Full Name

Date of Birth

Dates of Attendance - (MM/YY) (for former students only)

Daytime Phone Number

Degree(s) Awarded (if applicable)

Email Address

Request Information

Note: All official transcripts are sealed in an envelope. Transcripts that are handed or mailed directly to the student will have "Issued to Student" stamped on the front of the envelope. **The transcript fee is \$7.00 per transcript.** Unless specified below, transcripts will be processed immediately. *Transcripts will NOT be released until all applicable holds are cleared.

Check those that apply:

Transcript(s) to be issued directly to student - Number of copies to be issued to student: _____

Transcript(s) to be mailed - Number of copies to be mailed: _____

Additional Options:

Hold for Current Semester Final Grades

Hold for Current Semester Degree Posting

Transcript with notarization

For transcripts to be mailed, provide address information below:

1.) _____

2.) _____

Total number of transcripts requested: _____ X \$7.00 = _____

Additional instructions (e.g.: who is authorized to pick up your transcript): _____

Signature

Student's Signature

Date

Additional Information

***If you are mailing, faxing, or e-mailing this request, please include a valid copy of your PICTURE ID.**

*A check, money order, or credit card may be used to pay. DO NOT PROVIDE PAYMENT INFORMATION ON THIS FORM.

*Any forms required to be included with transcript must be included with this request.

Office Use Only

Transcript Type: Banner Holds? Y Receipt #: _____ Received by: _____ Processed by: _____ Date _____
PRC N