



# TRANSCRIPT REQUEST FORM

Office of the Registrar  
2404 North Grand Avenue  
Tyler, TX 75702

Cost: \$15.00 for each official copy requested. \$7.00 for each "unofficial" copy requested.  
(Cashier's check, money order, or credit card is accepted.)  
**NO PERSONAL CHECKS ARE ACCEPTED**

Date: \_\_\_\_\_

ID # \_\_\_\_\_ SSN # \_\_\_\_\_ DOB \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Last date of attendance: ( ) Summer ( ) Fall ( ) Spring ( ) Current ( ) Graduated-yr. \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

Send Transcript (s)  Official  Unofficial to:

1. Mailing Address _____ _____ _____	2. Mailing Address _____ _____ _____
3. Mailing Address _____ _____ _____	4. Mailing Address _____ _____ _____

### FOR OFFICE USE ONLY

Financial Aid/Default Loan <input type="checkbox"/> Yes <input type="checkbox"/> No	Date _____	Signed _____
Business Office <input type="checkbox"/> Yes <input type="checkbox"/> No	Date _____	Signed _____

### Notice of Non-Discrimination

Texas College does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. The Vice President of Academic Affairs has been designated to handle student inquires regarding non-discrimination policies and the Director of Human Resources has the responsibility for faculty-staff concerns in this regard. Contact information is:

Texas College  
Attn: Vice President of Academic Affairs/Compliance Officer  
Office of Academic Affairs/Martin Hall 1<sup>st</sup> Floor  
2404 North Grand Avenue  
Tyler, Texas 75702  
(903) 593-8311 ext. 2243 office  
(903) 526-4426 fax

Texas College  
Attn: Director of Human Resources  
Martin Hall, 1<sup>st</sup> Floor  
2404 North Grand Avenue  
Tyler, Texas 75702  
(903) 593-8311 ext. 2201 office  
(903) 593-4277 fax