



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 Yes No Date _____ Signed _____
Business Office Yes 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 1st 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, 1st Floor
2404 North Grand Avenue
Tyler, Texas 75702
(903) 593-8311 ext. 2201 office
(903) 593-4277 fax