

Doc Type: <u>TRQ</u>
Description: <u>/</u>
For office use only
NH HOLD: _____

Official Transcript Request Form

ALL STUDENTS MAY REQUEST OFFICIAL TRANSCRIPTS AND MAKE PAYMENT ONLINE AT:

<http://www.twu.edu/registrar/transcript-requests/>

TRANSCRIPT REQUEST FORMS CANNOT BE ACCEPTED BY PHONE, FAX, OR E-MAIL. A fee of \$10.00 per official copy must be paid before a transcript can be released. For mailed in requests, please send completed form along with check or money order for \$10 per official transcript, payable to Texas Woman's University. (Credit cards are only accepted in person; not by phone or mail.) Please allow 2-3 business days for processing. Requests to be mailed will be sent through the US Postal Service first class mail.

Mailing Address: TWU Transcript Department, Office of the Registrar; P.O. Box 425409; Denton, TX 76204-5409

PLEASE PRINT

Full Legal Name: _____

Student ID: _____ Previous names used at TWU: _____

Your Mailing Address: _____ Dates of Attendance: _____

City, State, Zip: _____ E-mail Address: _____

Number of Official Copies: _____ Payment Amount Enclosed: \$ _____ .00

Payment Method (check one): **Credit/Debit** **Cash** **Check** **Money Order**
(In Person Only)

Processing Instructions (check one):

- 1) Hold until recent grades are posted for: **FALL** **SPRING** **SUMMER**
- 2) Hold until recent degree is posted or: **December** **May** **August**
- 3) **PROCESS NOW**

If transcript is to be mailed, please provide the following:

1) Complete address: _____

2) Additional Instructions: _____

I authorize Texas Woman's University to mail an official transcript of my academic record to the address listed above. By my signature below I attest that I am the person to whom these records belong.

Signature: _____ Date: _____

A transcript may be requested only by the student to whom it belongs. Official transcripts will be released only when all previous debts to the university have been paid and blocking offices have notified us of your clearance. A TWU transcript is a complete record of a student's enrollment at Texas Woman's University, including all undergraduate, graduate, and professional courses. Partial transcripts are not available.