



**Texas A&M University-Corpus Christi**  
**Office of the University Registrar**  
**Official Transcript Request Form**

**Instructions:** This form is to be used by a current/former student to request official copies of their transcript(s).

**STUDENT INFORMATION**

Student ID: \_\_\_\_\_

Student's full name: \_\_\_\_\_  
Please print your name as it is recorded in our student records.

First semester of attendance (circle/indicate year):  
 Spring      Summer I      Summer II      Fall      Year: \_\_\_\_\_

Last completed semester of attendance (circle/indicate year):  
 Spring      Summer I      Summer II      Fall      Year: \_\_\_\_\_

**TRANSCRIPT PROCESSING INFORMATION**

- Process immediately
- Do not process until grades or degree have been recorded for \_\_\_\_\_ semester.  
Example: Fall 2008

Purpose of request: \_\_\_\_\_

Please indicate the number of official transcripts needed (limit of two per request):  
 \_\_\_\_\_ Undergraduate      \_\_\_\_\_ Graduate      \_\_\_\_\_ Doctorate

- Check one:
- I will pick up transcript(s)
  - Mail transcript(s) to address below

Mail to: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CURRENT CONTACT INFORMATION**

Your name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Student signature: \_\_\_\_\_

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

To request copies of your official transcript(s), you must submit the attached form to the Office of the Registrar. You can use this form to request your academic records from any of the following:

- Texas A&M University-Corpus Christi
- Corpus Christi State University
- Texas A&I University at Corpus Christi
- University of Corpus Christi

You are limited to two (2) transcripts per request submitted. If you will require more, you will be required to submit additional copies of this form to meet your needs.

## **Cost**

- *None*

## **Additional documentation required**

- A copy of your photo ID must be submitted with this form

## **How to complete this form**

When completing the form, please print clearly to allow for correct processing. Note that your Student ID is your University-assigned student ID that begins with the letter "A" and is followed by numerals. If you graduated or ended your enrollment prior to Fall 2007, you may substitute your Social Security Number in this field. Please indicate when you would like the form to be processed (refer to form) and if you would like to arrange for personal pick-up or shipment of the transcript(s) you have requested.

## **Submission instructions**

Once completed, you can mail, fax, or drop off your form in person to:

### **By postage mail:**

Texas A&M University-Corpus Christi  
Office of the Registrar  
6300 Ocean Drive, Unit 5774  
Corpus Christi, Texas 78412-5774

### **By fax:**

361.825.5887  
Re: *Transcript Request*

### **In person:**

Registrar's Office  
1<sup>st</sup> floor, Student Services Center (Round Building)

Due to stringent security issues, any transcript requests submitted via e-mail will not be processed.

## **How your form is processed**

Once your form has been received by the Office of the Registrar, it takes two business days to process. To check on the processing status of your form, please contact the Office of the Registrar by phone at 361.825.7024.