



Transcript Request Form

Today's Date: _____

Official Transcripts are not issued until all obligations to the College are cleared.
There is **NO** fee for requesting transcript(s) effectively August 1, 2001.

Social Security No. _____

Number(s) of Copies _____

Name _____

_____ Send Now

Other Last Names _____

_____ Hold for Grades

Date of Birth _____

_____ Take Right Now

_____ Will Pick Up

Current Address _____

Phone Number _____

Office Use Only

Date Mailed _____

Mail To: _____

Records Clear? Yes No

Mailing Address:

Registrar's Office
Southwest Texas Junior College
2401 Garner Field Road
Uvalde, Texas 78801-6297

Fax Number:

Registrar's Office
(830) 591-7396

Transcript Service Regulations

1. Requests will be honored as quickly as possible in the order of application; however, during peak periods (i.e., commencement, registration, examinations) there will be some delay. Therefore, transcripts should be requested in advance (about one week) of these periods.
2. All requests must be in writing and authorized by the student. Requests by persons other than the student will not be honored without the student's written authorization.
3. Transfer credits must be requested directly from the institutions where course work was taken.