



OFFICIAL TRANSCRIPT REQUEST FORM SAC SPC PAC NVC NLC

Student is responsible for satisfying ALL the requirements below BEFORE submitting the request.

If you have a transcript HOLD, your transcript request WILL NOT be processed. Contact the Admissions and Records/Enrollment Services Office for guidance on how to resolve hold(s). Complete this transcript request form and submit it in person to the Admissions and Records/Enrollment Services Office. Be prepared to pay your transcript fee and present your official PHOTO ID.

Student Information				
Student ID:	Last Four Digits of SSN #:	Attended From Year:	Attended To Year:	Birth Date:
First Name:	Middle Name:	Last Name:		Suffix (Jr, Sr, etc.):
Other Last Names:				
Country:	Current Address:	City:	State:	Zip Code:

Communication Information		
Email Address:	Telephone Country:	Telephone #:

Choose a service for this order	
<input type="checkbox"/> Official Transcript – Deliver to Recipient <i>\$10.00 per copy. Processed within 24-72 hours after order has been authorized. Electronic transcripts will receive a \$5.00 credit.</i> <input type="checkbox"/> Electronic <input type="checkbox"/> Paper	<input type="checkbox"/> Official Transcript – Pickup (Photo ID is required) <i>\$10.00 per copy. Available for Pickup 3-5 business days after order has been authorized.</i>

Pick-Up Information	
Please select a quantity and tell us who will pick up this order Quantity: _____ Person who will pick up this order: _____	Pick up at: <input type="checkbox"/> SAC <input type="checkbox"/> SPC <input type="checkbox"/> PAC <input type="checkbox"/> NVC <input type="checkbox"/> NLC

Tell us when to release your transcript(s)	<input type="checkbox"/> HOURS BEFORE 1984
<input type="checkbox"/> Process NOW (Transcript will include courses in progress) <input type="checkbox"/> Hold until END OF SEMESTER GRADES ARE POSTED <input type="checkbox"/> Hold until DEGREE/GRADUATION DATE IS POSTED	<ul style="list-style-type: none"> If I was an Alamo Colleges student after 1984 and I have no transcript holds, I understand/accept my transcript will be mailed 5 -7 business days after completed "Transcript Request" is received. If I was an Alamo Colleges student before 1984 and I have no transcript holds, I understand/accept my transcript will be mailed 7-10 business days after completed "Transcript Request" is received. I understand/accept the processing time for my request is generally a maximum of 10 business days. I understand during peak transcript request periods, processing time may be longer.

Primary Reason for Ordering	Please indicate the type of transcript you are ordering
<input type="checkbox"/> For Myself <input type="checkbox"/> For Me to Send/Deliver to Someone Else <input type="checkbox"/> For Transfer Admission <input type="checkbox"/> For Transfer of Courses Taken Elsewhere <input type="checkbox"/> For Reverse Transfer Degree Program <input type="checkbox"/> For Undergraduate Admission	<input type="checkbox"/> Undergraduate Transcript <input type="checkbox"/> Continuing Education
<input type="checkbox"/> For Graduate Admission <input type="checkbox"/> For Employment <input type="checkbox"/> For Board Certification <input type="checkbox"/> For State Licensure <input type="checkbox"/> For Some Other Reason	

Recipient Information			
This Recipient is:		Country:	School/Institution/Company:
<input type="checkbox"/> A Business or other third party <input type="checkbox"/> A College Application Service <input type="checkbox"/> A High School	<input type="checkbox"/> Myself <input type="checkbox"/> An Undergraduate School <input type="checkbox"/> A Graduate School	Attention/Department:	
Mail To Address:	City, State:	Zip Code:	Telephone: () Email Address:

STUDENT'S SIGNATURE: _____ DATE: _____

PICK UP REQUIREMENTS:	FOR OFFICE USE ONLY		
<ul style="list-style-type: none"> You must show an official PHOTO ID. In accordance with Family Education Rights and Privacy Act (FERPA) regulations, transcripts may only be released to the student of record. You may refer to the FERPA Consent Form for exceptions. 	Received by:	Processed by:	Not Processed - Initials:
	Date/Time:	Date/Time:	Date/Time: