



*Please email completed form to Vickie Dominguez at vickie.dominguez@tsc.edu and admissions@tsc.edu

Dual Enrollment
Official Transcript Request

NAME: (Please print) ID:

ADDRESS: PHONE Home: () -
Work: () -
Cell: () -

E-MAIL:

OTHER NAMES WHICH MAY APPEAR ON ACADEMIC RECORDS:

DOB: - - (DOB optional to ensure accurate processing)

NOTE: Official records for courses taken prior to Fall 1991 through the Pan American branch at Brownsville must be requested through the University of Texas-Pan American at Edinburg.

Official records for courses taken prior to 2013/S2 through University of Texas at Brownsville must be requested through UTB.

INDICATE DISTRIBUTION

Please mail transcript(s) to: Please specify Department or Person at college/university. Complete one form per address. Student is responsible for providing complete address (number, street, city, state, and zip code).

TSC ACADEMIC HISTORY

Date First Enrolled:
Date Last Enrolled:
Degree(s):
Degree Date(s)

Please have transcript(s) ready for Self Pick Up. Transcripts that are not picked up within 4 weeks will be shredded. Name/ID:

SPECIAL INSTRUCTIONS

Hold for posting of current semester grades (Provide Term) Term:
Hold for posting of degree notation (Provide Term) Term: Degree(s)

STUDENT SIGNATURE: DATE:

OFFICE OF ADMISSIONS USE ONLY

RQSS (Initial Entry) PERC Received by:
XTIQ (Testing Cleared) Comments:
Processed by