

****There is NO fee required for our transcripts**** No transcript will be issued until all holds are cleared.

Please mark the appropriate box:

- Send Now _____ Number of copies
 Hold for Final Grades
 Hold for Graduation

This transcript is being processed at the request of the student:

Name: _____
(Last) (First) (Middle Initial) (Maiden)

Social Security Number:

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 Other Names Used: _____

Date of Birth:

Mo	Day			Year		

 Term/year last enrolled: Fall _____ year
 Spring
 Summer

Daytime/Cell phone number: _____

Email Address: _____

Student Signature

I will pick up the transcript **(If the transcript will be picked up by someone other than the student, this person must provide a written and signed statement from the requesting student indicating that they are authorized to pick it up, and must show a photo id.)**

OR

Address where transcript should be mailed:

(Name/Business/School)

(Street)

(City) (State) (Zip)

Please fax or mail the completed transcript request form to your TSTC campus location:

TSTC Waco
Waco Campus Admissions
3801 Campus Drive
Waco, TX 76705
wacotranscripts@tstc.edu

TSTC Harlingen
Harlingen Campus Admissions
1902 North Loop 499
Harlingen, TX 78550
Fax: 956-364-5117

TSTC Marshall
Marshall Campus Admissions
2400 E. End Blvd. South
Marshall, TX 75671
Fax: 903-923-3280

TSTC West Texas
Sweetwater Campus Admissions
300 Homer K Taylor Dr.
Sweetwater, TX 79556
Fax: 325-235-7443

Kindly allow 24 hours for your request to be processed.
Transcripts will be mailed to the address provided and cannot be faxed.