

REQUEST FOR OFFICIAL TRANSCRIPT and DIPLOMA

DATE: _____

TO : _____

FROM: _____

TO WHOM IT MAY CONCERN,

I, _____, HEREBY REQUEST THAT YOU

FORWARD MY "OFFICIAL TRANSCRIPT" TO:

THE UNIVERSITY OF TEXAS - HOUSTON
OFFICE OF THE REGISTRAR
7000 FANNIN, SUITE 2250
P.O. BOX 20036
HOUSTON, TEXAS 77225
PHONE: (713) 500 - 3361
FAX: (713) 500 - 3356

I ATTENDED

FROM _____ TO

_____.

I AM CURRENTLY APPLYING TO THE UNIVERSITY OF TEXAS - HOUSTON. YOUR ASSISTANCE WILL BE MOST APPRECIATED.

SINCERELY,

(Signature)