



# Official Transcript Request

Unofficial transcripts may be available via the myUTH portal. All student account holds must be cleared before transcripts are released. Effective in the Fall 2014 there is no longer a charge for official transcripts.

In order to help us match your identity with your student records, please fill out the form below as completely as possible. Once the form is completed and signed, please fax it to 713-500-3356, or scan and send as an email attachment to registrar@uth.tmc.edu. Allow 2 business days for processing.

Use BLACK ink to complete the form. Pencil and many colored inks do not fax legibly.

\*Full Name:

*First	Middle	*Last

\*Email Address:

\* Birth Date (mm/dd/yyyy):

\* Last 4 digits of Social Security Number:

...or...

Student ID:

\* Last Date of Attendance (mm/yyyy):

Degree Received:

\*Date Degree Rcvd (mm/yyyy):

Number of transcripts requested:

Send after current semester grades are posted

Hold for degree posting

Send after grade change for

Other

course \_\_\_\_\_

Will PICK UP

Mail Transcripts to:

To send transcripts to more than one address, please complete additional forms

Mailing Instructions:

Agreement:

My signature below verifies that I am the individual whose record is being requested.

I also understand that an attempt to obtain transcripts through fraudulent means is a violation of federal and state laws and University policy and will be referred to appropriate authorities.

\_\_\_\_\_  
\*Signature

\_\_\_\_\_  
Date