

**\*\*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 (limit 5)  
 Hold for Graduation

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

Name: \_\_\_\_\_  
 (Last) (First) (Middle Initial) (Maiden)

Social Security Number: \_\_\_\_\_ Other Names Used: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Term/year last enrolled:  Fall \_\_\_\_\_ year  
 Mo Day Year  Spring  
 Summer

Daytime/Cell phone number: \_\_\_\_\_

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)

\_\_\_\_\_  
 Student signature

**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  
 Fax: 254-867-2250

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.