



UNIVERSITY
ST. THOMAS
HOUSTON

Official Transcript Request

Office of the Registrar

Date: _____

Name: _____

Student ID# _____

Signature: _____

Phone Number: _____

A. <input type="checkbox"/> E-Delivery: \$8.25 per Copy *	Quantity Requested (up to two per form): _____
1st Recipient Name: _____	2nd Recipient Name: _____
1st Recipient Email Address : _____	2nd Recipient Email Address: _____
<input type="checkbox"/> Attach separate document	<input type="checkbox"/> Attach separate document
<input type="checkbox"/> Process after grade posting for current term: _____	<input type="checkbox"/> Process after grade posting for current term: _____
<input type="checkbox"/> Process after degree posting: _____	<input type="checkbox"/> Process after degree posting: _____

B. <input type="checkbox"/> Standard USPS Mail \$8.25 Per Copy *	Quantity Requested (up to two per form): _____
Recipient's Name: _____	Recipient's Name: _____
Recipient's Address: _____	Recipient's Address: _____
_____	_____
City/ State/ Zip: _____	City/ State/ Zip: _____
<input type="checkbox"/> Attach separate document	<input type="checkbox"/> Attach separate document
<input type="checkbox"/> Process after grade posting for current term: _____	<input type="checkbox"/> Process after grade posting for current term: _____
<input type="checkbox"/> Process after degree posting: _____	<input type="checkbox"/> Process after degree posting: _____

C. <input type="checkbox"/> Student Pick-Up \$8.25 per Copy *	Quantity Requested : _____
<input type="checkbox"/> Attach separate document	
<input type="checkbox"/> Process after grade posting for current term: _____	
<input type="checkbox"/> Process after degree posting: _____	

D. <input type="checkbox"/> Same Day Student Pick-Up \$25.00 per Copy	Quantity Requested : _____
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E. TOTAL DUE FOR ORDER: \$ _____

F. After signing, return the completed form:
In person: Herzstein Enrollment Services Center
By Mail: Enrollment Services 3800 Montrose Blvd. Houston, TX 77006

*The fees listed for an official transcript is per transcript and payment must be received at the time the request is made. Acceptable methods of payment include check or money order (to be made payable to the University of St. Thomas). Transcript requests received by 11:00 AM will be available the next business day after 2:00 PM for pick-up or mailing. If received after 11:00 AM it will take an additional business day to process.

OFFICE USE ONLY			
BUS. Office: Acct Clear: _____	Date: _____	Number of Transcripts: _____	Amount Paid: _____
REG. Office: Acct Clear: _____	Date/ Time: _____	Pick-Up : _____	Pick-Up Date: _____