



OFFICIAL TRANSCRIPT REQUEST

Date: _____ Name: _____ Student ID# _____

Signature: _____ Phone Number: _____

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| <p>A. <input type="checkbox"/> E-Delivery: \$8.25 per Copy *</p> <p>1st Recipient Name: _____ 2nd Recipient Name: _____</p> <p>1st Recipient Email Address : _____ 2nd Recipient Email Address: _____</p> <p><input type="checkbox"/> Attach separate document <input type="checkbox"/> Attach separate document</p> <p><input type="checkbox"/> Process after grade posting for current term: _____ <input type="checkbox"/> Process after grade posting for current term: _____</p> <p><input type="checkbox"/> Process after degree posting: _____ <input type="checkbox"/> Process after degree posting: _____</p> | <p>Quantity Requested (up to two per form): _____</p> |
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| <p>B. <input type="checkbox"/> Standard USPS Mail \$8.25 Per Copy *</p> <p>Recipient's Name: _____</p> <p>Recipient's Address: _____</p> <p>_____</p> <p>City/ State/ Zip: _____</p> <p><input type="checkbox"/> Attach separate document <input type="checkbox"/> Attach separate document</p> <p><input type="checkbox"/> Process after grade posting for current term: _____ <input type="checkbox"/> Process after grade posting for current term: _____</p> <p><input type="checkbox"/> Process after degree posting: _____ <input type="checkbox"/> Process after degree posting: _____</p> | <p>Quantity Requested (up to two per form): _____</p> <p>Recipient's Name: _____</p> <p>Recipient's Address: _____</p> <p>_____</p> <p>City/ State/ Zip: _____</p> |
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| <p>C. <input type="checkbox"/> Student Pick-Up \$8.25 per Copy *</p> <p><input type="checkbox"/> Attach separate document</p> <p><input type="checkbox"/> Process after grade posting for current term: _____</p> <p><input type="checkbox"/> Process after degree posting: _____</p> | <p>Quantity Requested : _____</p> |
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| <p>D. <input type="checkbox"/> Same Day Student Pick-Up \$25.00 per Copy</p> | <p>Quantity Requested : _____</p> |
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| <p>E. TOTAL DUE FOR ORDER: \$ _____</p> |
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| <p>F. After signing, return the completed form:</p> <p>In person: Herzstein Enrollment Services Center</p> <p>By Mail: Enrollment Services 3800 Montrose Blvd. Houston, TX 77006</p> |
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*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.

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