

# Transcripts Information

Texas State Official transcripts are \$5.00 per copy.

## Hold:

- Most holds must be cleared from the student's record before transcripts will be released.
- We recommend that current students check for holds now on CatsWeb.
- In the event you should have a "Hold" on your transcript we will contact you at the email address or contact phone number you provided on the transcript request form you filled out.

## Order in Person:

- Official transcripts may be ordered and picked up by visiting our office.
- Cash, check, money order, Master Card, American Express or Visa credit card payments are accepted.
- In keeping with the Privacy Act of 1974, transcripts will only be released to the student, or to the [student's authorized representative](#).
- A picture ID is required.

## Order by Mail:

- Print out a Transcript Request Form, fill it out and mail it along with check, money order, or credit card payment to the Texas State Registrar's Office. See address below.
- Transcript orders by mail require the student's signature.
- Transcript processing normally takes up to 5 business days.

## Order by Fax:

- Print out an Official Transcript Request Form, fill it out, fax to the Texas State Registrar's Office (512) 245-8126.
  - Credit card payment is required for fax orders.
  - Transcript orders by fax require the student's signature.
  - Please allow 4 hours before calling to check if a fax was received by our office.
  - Transcript processing normally takes up to 5 business days.
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Transcripts will NOT be released until all Holds are cleared.

Please fill in form, print and sign.



Office of the Registrar – Transcripts  
 601 University Drive, JCK 111  
 San Marcos, TX 78666  
 (512) 245-2367 Fax: (512) 245- 8126

**Required Personal Information**

Last Name: Current		First	MI	Other Last Names
Student ID or SSN:		Date of Birth: (MM/DD/YYYY)	Are you Currently Enrolled at Texas State?	
Address:		Yes No If you are currently enrolled, please be aware that grades for courses you are currently taking will not be available until the end of the current semester.		
City, State:		Zip Code:	Last Date of Attendance:	
Email:		Have you taken correspondence courses through Texas State University?		
Cell Phone:	Home Phone:	Date:	Yes No If Yes, when?	

**How would you like your transcripts processed?**

Official Transcript To Be Picked Up QTY:	Fax Transcript (are UNOFFICIAL and incur a \$3.00 charge)
Mail Official Transcript (Allow at least one week to process)	Fax Number:
Mail Official Transcript After Current Grades are available	Attn:
Mail Official Transcript After Degree is posted	Special Instructions:

**How many and where would you like your transcripts mailed?**

(Qty) Official Transcript(s) to:	(Qty) Official Transcript(s) to:
Name:	Name:
Street:	Street:
City/St/Zip:	City/St/Zip:

**Method of Payment: (Official Transcripts are \$5.00 each & Faxed Transcripts are \$3.00 each)**

Cash	Check	MasterCard	Visa	American Express	Credit Card Number:
Credit Card Holders Name: (as it appears on the card)				Expiration Date: (MM/YYYY)	Credit Card Billing Zip Code:

**Student Signature:**  
 (Required to process request)

**X**

**FOR OFFICE USE ONLY**

<input type="checkbox"/> Current <input type="checkbox"/> Non Current	<input type="checkbox"/> Cash <input type="checkbox"/> CC <input type="checkbox"/> Money Order _____ <input type="checkbox"/> Check# _____
Receipt #	Amount: _____ Initials: _____