

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 have a "Hold" on your transcript we will contact you at the email address or phone number you provided on the transcript request form.

Order in Person:

- Official transcripts may be ordered and picked up by visiting our office.
- Cash, check, money order, Master Card, American Express, Discover 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 by the person picking up the transcript.

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 Univ. Registrar's Office, 601 University Drive, JCK Room 111, San Marcos, TX 78666.
- Transcript orders by mail require the student's signature.
- Transcript processing normally takes up to 5 business days.

Order by Fax:

- Print out the 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.

Transcripts will NOT be released until all Holds are cleared.



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? <input type="checkbox"/> Yes <input type="checkbox"/> 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.	
Address:				
City, State:		Zip Code:	Last Date of Attendance:	
Email:			Have you taken correspondence courses through Texas State University? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, when?	
Cell Phone:	Home Phone:	Date:		

How would you like your transcripts processed?

<input type="checkbox"/> Official Transcript To Be Picked Up QTY:	<input type="checkbox"/> Fax Transcript (are UNOFFICIAL and incur a \$3.00 charge)
<input type="checkbox"/> Mail Official Transcript (Allow at least one week to process)	Fax Number:
<input type="checkbox"/> Mail Official Transcript After Current Grades are available click here for dates	Attn:
<input type="checkbox"/> Mail Official Transcript After Degree is posted click here for dates	
<input type="checkbox"/> 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	Discover	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: