

Official Transcript Request Form

- Purpose:** This form is for students/alumni requesting transcripts to be picked up or mailed.
Limit: Students may request up to 10 transcripts. There is no cost for transcripts.
Photo ID: Photo ID is required to pick up transcripts.
Transcript Holds: Transcripts cannot be released if the student has a transcript hold.
Processing Time: 3 to 5 business days. Please allow for longer processing times during grade and degree posting periods. Processing time **does not include mail delivery time.**

Submit By

- FAX:** 281- 283-2530
MAIL: UHCL, Office of Academic Records, Attn: Transcripts, 2700 Bay Area Blvd, Houston, TX 77058
IN PERSON: Student Assistance Center (SAC), Room 1102, Student Services & Classrooms Building
*Transcripts may be processed and printed on the spot when SAC Coordinators are available.
SAC reserves the right to limit the number of transcripts printed to less than 10, during grade and degree posting periods.*

Third Party Release

In order for a third party to pick up the student's transcript(s): 1) The student must submit a copy of their student ID card (or photo ID) with this request form, and 2) A third party must also present photo ID to pick up transcripts. I authorize UHCL to release my transcript(s) to: **(Print Name)** _____.

<p>_____</p> <p>Last Name, First M.</p> <p>_____</p> <p>Student ID: (or Social Security Number)</p> <p>_____</p> <p>Number of Transcripts:</p> <p>_____</p> <p>Current Date:</p> <p>_____</p> <p>Last Term Attended:</p> <p>_____</p> <p>Other Last Name(s) used while enrolled at UHCL:</p> <p>_____</p> <p>Signature (Required) All Transcripts will be sealed.</p> <p>_____</p> <p>*For another transcript print as needed.</p>	<p>Transcripts will be stamped <i>Issued to Student</i> unless mailed directly to a company or institution.</p> <p><input type="checkbox"/> Process Transcript Immediately.</p> <p><input type="checkbox"/> Process Transcript after current semester grades are posted.</p> <p><input type="checkbox"/> Process Transcript after the current semester degrees are posted.</p> <p>Choose one: Pick Up <input type="checkbox"/> Mail <input type="checkbox"/></p> <p>Current Address: (Required)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Phone Number: (Required)</p> <p>_____</p> <p>Mail To Address: (If different from current address)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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