



UHCL Transcript Request

Purpose: This form is for students requesting transcripts to be picked up or mailed.

Note: A third party may pick up the student's transcript by presenting a signed release to pick up their transcript.

Processing Time: Transcripts may be picked up after 10:00 a.m. three days from the request. They will be mailed three days after the request as well.

Please Complete and Fax to (281) 283-2530

You Must Have Your ID to Pick Up Your Transcript.

You can enter text directly into the form fields before printing and signing. To enter the first form field press the Tab key, then press Tab again to enter text into each succeeding field.

<p>Last Name First M.</p> <p>Student ID or Social Security Number</p> <p>Number of Transcripts Sealed</p> <p>Current Date</p> <p>Last Term Attended</p> <p>Other Last Name(s) used while enrolled at UHCL</p> <p>Signature (Required)</p>	<p>Transcripts will be stamped <u><i>Issued to Student</i></u> unless mailed directly to a company or institution.</p> <p style="text-align: center;">Process Transcript Immediately</p> <p style="text-align: center;">Process Transcript after current semester grades are posted.</p> <p style="text-align: center;">Process Transcript after the current semester degrees are posted.</p> <p>Click One: Pick Up Mail</p> <p>Current Address (Required)</p> <p>Phone Number (Required)</p> <p>Mail To Address: (If different from current address)</p> <p>For another transcript request print as needed.</p>
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