

## TRANSCRIPT REQUEST

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please Check All That Are Appropriate:

Mail  Will Pick Up

Hold Until Degree is Posted

Hold Until Current Session Grades are Posted

Please give your full name and mailing address. Print legibly, this label will be used for mailing. **Fax this form to (972) 279-9773.**

Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date \_\_\_\_\_

Daytime Phone No. \_\_\_\_\_

Last Name \_\_\_\_\_

Give Date of Last Attendance \_\_\_\_\_

First Name \_\_\_\_\_

STUDENT SIGNATURE (Required) \_\_\_\_\_

Middle/Maiden Name \_\_\_\_\_

\*USE A SEPARATE FORM FOR EACH ADDRESSEE

**PLEASE SEND \_\_\_\_\_ COPIES OF MY TRANSCRIPT TO THE ADDRESS BELOW: (MAILING LABEL—PRINT CLEARLY)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PLEASE NOTE:  
 Transcripts will not be released unless the student is in good standing with the University and has satisfied all admission, financial, and other obligations. No transcript will be released if a student has a delinquent account or has defaulted on a promissory note. **A \$5.00 fee per copy must accompany each request. Incomplete forms will be returned.**

TRANSCRIPT CANNOT BE SENT FOR THE FOLLOWING REASON:

Student owes a BALANCE ON ACCOUNT.

No transcript fee enclosed (\$5.00 each).

No signature.

No record of attendance under name or social security number provided.

Date Returned \_\_\_\_\_

**FOR OFFICE USE ONLY**

DEBT \_\_\_\_\_ NO DEBT \_\_\_\_\_

FEE PAID \_\_\_\_\_

DATE MAILED \_\_\_\_\_

\*\*\*\*\* Credit Card Payment Authorization \*\*\*\*\*

I hereby authorize my credit card to be charged with the amount indicated below.

Cardholder's Printed Name: \_\_\_\_\_

Cardholder's Signature X: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

Cardholder's City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Amount Authorized for Charge: \$ \_\_\_\_\_

Credit Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date: \_\_\_\_\_ / \_\_\_\_\_  
AMEX, Discover Card, MasterCard and Visa Only Month Year

**I understand if my card is declined, I will be notified and assessed a fee of \$25.00.**