OFFICE OF ADMISSIONS & RECORDS

Request for Official Transcript

www.harlingen.tstc.edu

Texas State Technical College™

1902 N. Loop 499 | Harlingen, TX 78550 | 956.364.4000 | 1.800.852.8784 | www.harlingen.tstc.edu/admissions

****There is NO fee required for our transcripts**** No transcript will be issued until all holds are cleared.

Please mark the appropriate box:

- ○ Send Now
- ○ Hold for Final Grades
- ○ Hold for Graduation

_____ **Number of copies (Limit 5)**

This transcript is being processed at the request of the student:

Name: _____

(Last) (First) (Middle Initial) (Maiden)

Social Security Number: |__|__|__|__|__|__|__|__|__|

Other Names Used: _____

Date of Birth: |__|__|__|__|__|__|__|__|

Term/Year Last Enrolled: ○ Fall _____ year
○ Spring
○ Summer

Daytime/Cell Phone Number: _____

I will pick up the transcript **(If the transcript will be picked up by someone other than the student, this person must provide a written and signed statement from the requesting student indicating that they are authorized to pick it up, and must show a photo id.)**

- OR -

Address where transcript should be mailed:

_____
(Name/Business/School)

_____
(Street)

_____
(City) (State) (Zip)

_____
Student's Signature

Please fax or mail the completed transcript request form to your TSTC campus location:

TSTC Waco
Waco Campus Admissions
3801 Campus Drive
Waco, TX 76705
Fax: 254-867-2250

TSTC Harlingen
Harlingen Campus Admissions
1902 North Loop 499
Harlingen, TX 78550
Fax: 956-364-5117

TSTC Marshall
Marshall Campus Admissions
2400 E. End Blvd. South
Marshall, TX 75671
Fax: 903-923-3280

TSTC West Texas
Sweetwater Campus Admissions
300 Homer K Taylor Dr.
Sweetwater, TX 79556
Fax: 325-235-7443

Kindly allow 24 hours for your request to be processed.
Transcripts will be mailed to the address provided and cannot be faxed.