



*Please email completed form to admissions@tsc.edu

Official Transcript Request

NAME: (Please print) _____ DOB: - - TSC ID: _____

ADDRESS: (Street) _____ PHONE Home: () - _____
(City) (State) (Zip Code) _____ Work: () - _____
Cell: () - _____

E-MAIL: _____

OTHER NAMES WHICH MAY APPEAR ON ACADEMIC RECORDS: _____

Official records for courses taken prior to 2013/S2 with the partnership University of Texas at Brownsville/Texas Southmost College, must be requested through UTB. For information, please contact the Office of the Registrar at 956-882-8245.

NOTE: Official records for courses taken prior to Fall 1991 through the Pan American branch at Brownsville must be requested through the University of Texas-Pan American at Edinburg. For more information, please contact the Office of Admissions at Pan American-Edinburg at (956) 381-2211 or 381-2201.

INDICATE DISTRIBUTION

Please mail _____ transcript(s) to: Please specify Department or Person at college/university. Complete one form per address. Student is responsible for providing CORRECT and COMPLETE address (number, street, city, state, and zip code).

College/University: _____
Department/ Attention to: _____
Street: _____
City/State/Zip Code: _____

TSC ACADEMIC HISTORY

Date First Enrolled: _____
Date Last Enrolled: _____
Degree(s): _____
Degree Date(s) _____

Please have _____ transcript(s) ready for Self Pick Up

SPECIAL INSTRUCTIONS

- Hold for posting of current semester grades
Hold for posting of degree notation

STUDENT SIGNATURE: _____ DATE: _____

Transcripts that are not picked up within 4 weeks will be shredded.

OFFICE OF ADMISSIONS USE ONLY

PERC _____ Received by: _____ DATE: _____