Tyler Junior College
Transcript Request Form

Please print form and mail or fax to:

Tyler Junior College
ATTN: Transcripts
PO BOX 9020
Tyler, TX 75711
FAX: 903-510-2634

Use a separate form for each address.

PLEASE PRINT

Student A# or SSN: _____ **Date of Birth:** _____

Name: _____
Last First MI

Other Name(s) Attended Under if Different: _____

Current Mailing Address:_____

_____

_____

Are you currently enrolled? ☐ Yes ☐ No **If not, last semester at TJC?** _____

Please check all that apply:

☐ Mail Now

☐ Mail after Semester Grades Post

☐ Mail after Degree is Posted

Number of Transcripts: _____OFFICIAL _____UNOFFICIAL*
*Unofficial Only Available for students attending prior to 2007.

Mail Transcript(s) to: (i.e. Name of School, Office Name, and Mailing Complete Address)

_____

_____

_____

_____

Student's Signature _____ Date _____

Important Information

- The Registrar's Office will not print unofficial transcripts. Unofficial transcripts can be obtained on Apache Access.
- Transcripts are processed in order of which they are received. No transcripts will be issued without a signature.
- Please Note: Official Transcripts (Sealed) opened prior to being delivered to a third party might not be considered official.
- No transcript will be furnished to a student or alumnus who has holds.
- For more information about Transcripts please visit our website www.tjc.edu