



P.O. Box 9020  
Tyler, Texas 75711

# Transcript Request

Please print form and mail or fax to:  
Tyler Junior College • ATTN: Transcripts • P.O. 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: \_\_\_\_\_

Other name(s) attended under if different: \_\_\_\_\_

Current mailing address:

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you currently enrolled?     Yes     No    If not, last semester at TJC? \_\_\_\_\_

**PLEASE CHECK ALL THAT APPLY:**

Pick up     Mail now     After semester grades post     After degree is posted

Number of transcripts:    \_\_\_\_\_ Official    \_\_\_\_\_ Unofficial (*Unofficial only available for students attending prior to 2007*)

Mail transcripts to (*i.e. name of school, office name and complete mailing address*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 transcripts will be processed for a current or prior student who has a hold.
- For more information about transcripts, please visit [www.tjc.edu/transcripts](http://www.tjc.edu/transcripts)