



Transcript Request Form

Please print the form and mail, fax or email to:

Mail: Tyler Junior College ATTN: Transcripts PO Box 9020 Tyler, TX 75711

Fax: (903) 510-2634

Email: registrars@tjc.edu

USE A SEPARATE FORM FOR EACH ADDRESS

DIGITAL SIGNATURE WILL NOT BE ACCEPTED
PLEASE USE BLACK INK

PLEASE PRINT

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

Name: _____

Other name(s) attended under if different: _____

Current mailing address: _____
Street City State Zip Code

Phone: _____ Email: _____

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

PLEASE CHECK ALL THAT APPLY:

Mail now After semester grades post After degree is posted

Number of Transcripts: _____ Official _____ Unofficial

Mail transcripts to (ie name of school, office name, and complete mailing address):

Signature

Date

Important Information:

The Registrar's Office will NOT print unofficial transcript for current enrolled students. Unofficial transcripts can be obtained on Apace Access.

Transcript are processed in order of which they are received. **No transcripts will be processed without a hand signed 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 to student that has a hold.

No official transcript can be emailed or faxed. You must use National Student Clearinghouse for this service at <https://www.studentclearinghouse.org>.

For more information about transcripts, please visit www.tjc.edu/transcript.