



Request for Official Transcript/ Enrollment Verification

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

Transcript Request Enrollment Verification

Please mark the appropriate box:

- Send Now _____ Number of copies
- Hold Transcript for Final Grades
- Hold Transcript for Graduation Hold Enrollment Verification to Census day

This transcript/enrollment verification is being processed at the request of the student:

Name: _____
(Last) (First) (Middle Initial) (Maiden)

Student ID# _____ Other Names Used: _____

Social Security Number: _____ Date of Birth: _____
(for security reasons do not email form with SSN) Mo Day Year

Consent to update address/personal information Term/year last enrolled: _____ year
 Fall Spring Summer

Daytime/Cell phone number: _____ Email Address: _____

Address: _____
(City) (State) (Zip)

Student Signature

I will pick up the transcript/enrollment verification **(If the transcript/enrollment verification 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/enrollment verification should be mailed:

(Name/Business/School)

(Street)

(City) (State) (Zip)

Business fax for enrollment verification only: _____

Please fax or mail the completed transcript/enrollment verification request form to:
Texas State Technical College, 1902 North Loop 499, Harlingen, TX 78550
Phone: (956)364-4000, Fax: (956) 364-5104 or email registrars@harlingen.tstc.edu

Kindly allow 24 hours for your request to be processed (Delays for holidays and weekends).