



# 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

Term/year last enrolled: \_\_\_\_\_ year  
 Fall     Spring     Summer

Consent to update address/personal information

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).