Transcript Request Form

Revised: 10/23/2014

Please print this document to request an official transcript. This form must be completed in full. You may mail this request to 1200 Sycamore, Waxahachie, TX 75165, attention Registrar's Office or fax this request to 972-923-8159.

Transcripts are not issued until all accounts with the university are paid. Student Records are *confidential* and are issued only at the written and signed request of the student. Transcripts sent to or picked up by the student are stamped "ISSUED TO STUDENT." Many institutions may not recognize a document as official unless it is sent directly from SAGU. SAGU does not fax transcripts without sending a hard copy to the recipient so fax is an additional service. Transcripts sent outside the U.S. may incur additional shipping charges.

In order to avoid possible delays in the processing of transcripts, please ensure that all information listed is complete and accurate.

Please Print Clearly

Last Name First Name Middle Name Other/Maiden

Street Address

City State Zip ( ) Current Phone Number

Last Enrolled at SAGU: ( ) Fall ( ) Spring ( ) Summer Year: _____ ☐ *Please update my address to one listed above.*

SS# _____-_____-_____ Date of Birth _____

Signature: _____ Date: _____

Options:

☐ 3-5 Business Days* ☐ Fax (Additional)

☐ Overnight Transcript ☐ Office Pick Up

☐ Hold for Grades ☐ Hold for Degree

____ Add. Copies (Same Request Only)

* Indicates ***processing*** *time, not delivery time.*

$7.00 - 3-5 Business Days* $12.00 - Office Pick Up $22.00 - Overnight Transcript $5.00 - Additional Copies (per copy) $1.00 Additional Charge - Fax	Total Enclosed: $_____

Reason:

☐ Scholarship ☐ Personal ☐ Transfer

☐ Employment ☐ Other: _____

☐ Cash/Check

☐ Credit Card (_____) (_____)
Card Type Security Code

_____(_____)
Card Number Exp. Date

Billing Address: _____

Send Transcript to:

_____

_____

_____

_____

Office Use Only

Library:_____ _____/_____/_____
Date Sent

Account:_____ Initials: _____

Entered: _____