

Requesting Transcripts

Electronic Transcripts:

Note from Credential Solutions (company for electronic transcripts):

“During the ordering process (for those sending institutions that use our ordering services) there will be 2 ways the recipient can be indicated.

The first way is to select “Search our Recipient Table”, then select Texas, and type in Tarleton State University. Then all options for Tarleton State will be displayed, and they would select “Faculty Transcripts”.

The second option is to select “Enter Recipient Manually”, which will prompt them to enter your email address and mailing information. The following page will let them know that your email address is associated with a receiving account and the transcript will be redirected to that account.”

Helpful information:

- Electronic transcripts should be sent to the Office of Curriculum, Assessment, and Faculty Affairs. **This can be done by one of the above two ways listed above.**
- **IF** the institution does not use this company please have the electronic transcripts sent to snichols@tarleton.edu

Information for Administrative Assistants:

- If for some reason you receive an electronic transcript directly please download and save the electronic transcript as a PDF.
- Once it is saved send it to snichols@tarleton.edu
- **DO NOT** print and send to me and/or print and then scan me a copy. The office needs the original and having a copy of a printed copy of an electronic transcript is not considered official!

Hardcopy Transcripts:

- Hardcopy transcript should be sent to the Office of Curriculum, Assessment, and Faculty Affairs. This can be done by:
 - **(Preferred)** Sending the official transcript directly to our office at: Box T-0010, Stephenville, TX. 76401, or;
 - (Acceptable, but not preferred) Sending the official transcript to the Colleges Administrative Office, which then will be inter-campus mailed to the Office of CAFA.
 - If it says **"Issued to Student"** (or has the student as the pick up, etc.) it is not considered valid or official.

Approved: Academic Year 2019-2020

Next Scheduled Review: Academic Year 2024-2025