



This request is used for Official Transcripts to be picked up IN PERSON ONLY or for Unofficial Transcripts to be emailed.

For Official Transcripts to be mailed or sent electronically, please visit <https://www.parchment.com/u/registration/32533/institution>

There is no fee to pick up a transcript.

All obligations to the university must be cleared before transcripts will be released.

Limit of 10 transcripts per semester.

Personal Information

Last Name: _____ First Name: _____ MI: _____ Other Last Names: _____
Student ID or Last Four Digits (**ONLY**) of SSN: _____ Date of Birth: _____ First Year to Attend: _____ Last Year to Attend: _____
Address: _____ City/State/Zip: _____
Email: _____ Phone: _____

Transcript Requests (Check all that apply)

UNOFFICIAL

Undergraduate
 Graduate
 Doctorate

Please provide the email address or fax number that you are wanting your unofficial transcript sent to:

PICKUP OFFICIAL

Undergraduate
 Graduate
 Doctorate
 Include Test Scores

Please note that these will state "Student Pick Up" on the transcript.

Quantity: _____

Signature (required to process) : _____ **Date:** _____

Registrar Use Only

Office of the Registrar
Box T-0620
Stephenville, TX 76402

254-968-9121 Office
254-968-9389 Fax

registrar@tarleton.edu

Student ID: _____
Holds: _____
Sys: _____
Processed by: _____ Date: _____