

Transcript Request Form

FOR COMPLETION BY STUDENT

CHECK APPROPRIATE BOX

1. No. of copies _____
2. Hold for Current Semester Grades
 Do Not Mail- will pick up
 Hold for Degree Notation
3. Reason for transcript:
 Employment
 Graduate Application
 Transfer
 Advising
 Personal

There is a fee of \$10.00 per transcript. We accept cash, check or money order as forms of payment (payable to UTHSCSA). If there is a HOLD on the student record, it must be cleared before the transcript will be released. All requests must be in writing and authorized by the student. Requests made by individuals other than the student will not be honored without the student's written authorization. A minimum of 24 hours is required to fulfill the transcript request. Express mail is available via UPS Next Day Air or DHL Domestic Next Day for additional fee of \$12.50 per address for expedited delivery option. (UPS Next Day Air guarantees next business day delivery to most locations within the US and Puerto Rico). Please mail request form and payment to the address listed above. If you have any questions, please e-mail Registrars@uthscsa.edu.

Please Print

Mail To: _____

HSC ID/*Soc. Sec. No. (optional): _____

Student's Name: _____

Name Last Attended: _____

Date of Birth: _____

Dates of Attendance: _____

Degree Awarded & Year: _____

Current Mailing Address: _____

Telephone No. : _____

Email: _____

Signature: _____

* Notice for Request of Social Security Number for Student Application Process
 Disclosure of your Social Security Number is requested for the student records system of The University of Texas Health Science Center at San Antonio and for compliance with federal and State reporting requirements. Federal law requires that you provide your SSN if you are applying for financial aid. Although an SSN is not required for admission to the University, failure to provide your SSN may result in delays in processing your application or in the University's inability to match your application with transcripts, test scores, and other materials. Students SSNs are maintained and used by the university for financial aid, internal verification, and administrative purposes, and for reports to Federal and State agencies as required by law. The privacy and confidentiality of student records is protected by law and the University will not disclose your SSN without your consent for any other purpose except as allowed by law. In accordance with Section 559.003(a) of the Texas Government Code, with few exceptions, the individual is entitled on request to be informed about the information that the institution collects about the individual; under Sections 552.021 and 552.023 to receive and review the information; and under Section 559.004 to have the institution correct information about the individual that is incorrect.