

Office of Admissions & Records  
 3107 Bob Rogers Drive Eagle Pass, TX 78852  
 Phone: (830) 758-5007 Fax: (830) 758-5001  
 A Member of the Texas State University System



### Official Transcript Request Form

**Please fill in form, print and sign.**

*Transcript will NOT be released until all Holds are cleared.*

**Required Personal Information**

Last Name (Current):		First:	MI	Other Last Names:	
Student ID or SSN:			Email:		
Date of Birth: (MM/DD/YYYY)		Cell Phone:		Home Phone:	
Address:		City, State:		Zip Code:	
Are you currently enrolled at RGC?		Yes	Years Attended:		
		No	Start:	End:	
Did you attend before 1994?		Yes	Degrees Obtained:		
		No			

**How would you like your transcript processed?**

Mail Official Transcript <b>Now</b> (5 business days processing)	NOTES:
Mail Official Transcript <b>After Current Grades</b> are available	
Mail Official Transcript <b>After Degree</b> is posted	

**How many and where would you like your transcript mailed? (Please note: There is a limit of 5 transcripts total per request)**

\_\_\_\_\_ (Qty) Official Transcript(s) to the following address

Recipient #1 Name:	Line 2 (optional)
Street:	City/St/Zip:

\_\_\_\_\_ (Qty) Official Transcript(s) to the following address

Recipient #2 Name:	Line 2 (optional)
Street:	City/St/Zip:

\_\_\_\_\_ (Qty) Official Transcript(s) to the following address

Recipient #3 Name:	Line 2 (optional)
Street:	City/St/Zip:

**Student Signature:**

X	Date:
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**Print & Sign - Electronic signatures are not accepted.**