

OFFICIAL TRANSCRIPT REQUEST FORM

Transcripts will NOT be released until all Holds are cleared.

Center for Enrollment Services – Transcripts

Box C2, Alpine, TX 79832

Phone: (432) 837-8713 Fax: (432) 837-8186

registrar@sulross.edu**Please fill in form, print and sign.****Required Personal Information**

Last Name (Current):		First:	MI	Other Last Names:	
Student ID or SSN:		Date of Birth: (MM/DD/YYYY)		Are you Currently Enrolled at Sul Ross? Yes No	
Address:				<i>If you are currently enrolled, please be aware that grades for courses you are currently taking will not be available until the end of the current semester.</i>	
City, State:		Zip Code:	Years Attended: Start: _____ End: _____		
Email:				NOTES:	
Cell Phone:	Home Phone:				

How would you like your transcripts processed?

<input type="checkbox"/>	Official Transcript To Be Picked Up by Student (picture ID required)	Fax (UNOFFICIAL) Fax Number: _____ Attention To: _____
<input type="checkbox"/>	Official Transcript To Be Picked Up by Designee (authorization form and picture ID required)	
<input type="checkbox"/>	Mail Official Transcript Now (5 business days processing)	
<input type="checkbox"/>	Mail Official Transcript After Current Grades are available	
<input type="checkbox"/>	Mail Official Transcript After Degree is posted	

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

_____ (Qty) Official Transcript(s) to the following address	_____ (Qty) Official Transcript(s) to the following address
Recipient #1 Name:	Recipient #2 Name:
Line 2 (optional):	Line 2 (optional):
Street: _____ City/St/Zip: _____	Street: _____ City/St/Zip: _____
_____ (Qty) Official Transcript(s) to the following address	_____ (Qty) Official Transcript(s) to the following address
Recipient #1 Name:	Recipient #1 Name:
Line 2 (optional):	Line 2 (optional):
Street: _____ City/St/Zip: _____	Street: _____ City/St/Zip: _____

Student Signature:

X

Print & Sign - Electronic signatures are not accepted.

Transcripts Information

Sul Ross State University transcripts are free (limit 5 per request).

Holds:

- Most holds must be cleared from the student's record before transcripts will be released.
- We recommend that current students check for holds now on LoboOnLine.
- In the event you should have a "Hold" on your transcript we will contact you at the email address or contact phone number you provided on the transcript request form you filled out.

Order in Person:

- Official transcripts may be ordered and picked up by visiting the One Stop in Lawrence Hall.
- In keeping with the Privacy Act of 1974, transcripts will only be released to the student, or to the [student's authorized representative](#).
- A picture ID is required of anyone picking up a transcript.

Order by Mail:

- Fill out then print the Transcript Request Form and mail it to Sul Ross State University, Center for Enrollment Services, Box C-2, Alpine, TX 79832.
- Transcripts ordered by mail require the student's signature.
- Transcript processing normally takes up to 5 business days.

Order by Fax:

- Fill out then print an Official Transcript Request Form, then fax to Sul Ross State University at (432) 837-8186.
- Transcript orders by fax require the student's signature.
- Please allow 4 hours before calling to check if a fax was received by our office.
- Transcript processing normally takes up to 5 business days.

Return Request by Email:

- Fill out then print an Official Transcript Request Form.
- Sign the form.
- Scan the form into a .pdf format file.
- Email the .pdf format file as an attachment to registrar@sulross.edu.