



OFFICIAL TRANSCRIPT REQUEST FORM

Transcripts will NOT be released until all Holds are cleared.

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 (If all years of attendance occurred PRIOR to fall 2004, you may not use this form): Start: _____ End: _____	
Email:				Degrees earned:
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)	<input type="checkbox"/> Mail Official Transcript After Current Grades are available
<input type="checkbox"/> Mail Official Transcript Now (5 business days processing)	<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 2 transcripts total per enrolled term. Other limitations may apply.

_____ (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: _____

Student Signature:

X

Print & Sign - Electronic signatures are not accepted.

Transcript Request Information

Sul Ross State University transcripts are free for students who paid the Publications and Records fee (limit 2 per enrolled term in which the fee was paid). **The fee was assessed beginning in fall 2004. If you did not attend the university in fall 2004 or later, you are not entitled to this free option for requesting a transcript.** Official transcripts may be ordered in person or by mail. Emailed requests will not be processed.

Holds: Transcript 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 in person at Briscoe Administration Building 104 (Alpine) or 3107 Bob Rogers Drive (Eagle Pass).
- In keeping with the Privacy Act of 1974, transcripts will be released only to the student.
- A photo ID is required.
- Transcripts may NOT be available same day.

Order by Mail:

- Fill out then print the Transcript Request Form and mail it to:

Sul Ross State University
Box C-2
Alpine, TX 79832

OR

Sul Ross State University
3107 Bob Rogers Drive
Eagle Pass, Texas 78852

- Transcripts ordered by mail require the student's signature.
- Transcript processing may take up to 5 business days. Allow additional time for the transcript to reach its destination if you request the transcript be mailed.