



TRANSCRIPT REQUEST FORM

SEND with signature and copy of picture ID to:

San Jacinto College
Student Records Management
13735 Beamer Road
Houston, TX 77089
Fax: 281-669-4720
SanJac.Transcripts@sjcd.edu

PLEASE READ INSTRUCTIONS

1. All admission requirements and financial obligations must be met before official transcripts may be released.
2. Transcript may be released only with the written authorization of the student.
3. Picture **ID** is required before a transcript is released.
4. Except as noted below, allow at least 2 to 3 business days for processing of transcript request.
5. Complete a separate Transcript Request Form for each destination to which you want transcripts mailed.

TRANSCRIPTS MAY NOW BE REQUESTED THROUGH YOUR SOS ACCOUNT ON THE SAN JAC WEBSITE AT WWW.SANJAC.EDU.

Please Print All Information Legibly

_____ Last Name _____ First Name _____ Middle Name

_____ Student ID Number _____ Other names used while attending San Jacinto College

_____ Date of birth _____ Current address

_____ Day time phone number _____ City _____ State _____ Zip

_____ Email address

If you attended San Jacinto College before 1980 indicate the year and campus: _____.

I authorize release of my San Jacinto College transcript(s) as indicated below.

_____ Student Signature _____ Date

Number of transcripts _____.

Check One

- Mail transcript(s) now.
- Mail after degree is posted (within three weeks after term ends)
- Mail after current semester grades have been posted (within two weeks after term ends)

U.S. Mail Address To (we do not email transcripts):	For office use only
	Date Received:
	Received By:
	Date Mailed:

Correct and legible address is student's responsibility