San Jacinto College
Transcript Request Form—Office of the Registrar

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

Please Print All Information Legibly

When were you first enrolled at San Jacinto College?

Term  Year

When were you Last enrolled at San Jacinto College?

I am currently enrolled

I last attended Term  Year

Have you attended any other SJC campus?

Central Term  Year

North Term  Year

South Term  Year

Mail No. transcript(s) to the address below.

Check One

Do not mail. I will pick up (photo ID required).

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).

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

Student Signature  Today’s Date

Mail To

Correct and legible address is student’s responsibility

For Office use Only

Date Received

Received By

Date Mailed

REG 01/05-25M