



# TRANSCRIPT REQUEST FORM ENROLLMENT SERVICES

**SEND with signature and ID to:**  
 San Jacinto College Central  
 8060 Spencer Hwy.,  
 Pasadena, TX 77505  
 Fax 281-478-3611  
 Central.Transcript@sjcd.edu

San Jacinto College North  
 5800 Uvalde Road,  
 Houston, TX 77049  
 Fax: 281-459-7125  
 North.Transcript@sjcd.edu

San Jacinto College South  
 13735 Beamer Road,  
 Houston, TX 77089  
 Fax: 281-669-4717  
 South.Transcript@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 days for processing of transcript request.
5. Complete a separate Transcript Request Form for each destination to which you want transcripts mailed.

**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 |

*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**

- Do not mail. I will pick up (photo ID required) (in-person only)
- 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)

|          |                            |
|----------|----------------------------|
| Mail To: | <b>For office use only</b> |
|          | Date Received:             |
|          | Received By:               |
|          | Date Mailed:               |

Correct and legible address is student's responsibility