

Texas University of Theology

1331 Airport Fwy, Suite 312 · Euless, TX 76040 · Phone: 817-835-0531 · Email: registrar@txut.org

REQUEST FOR STUDENT TRANSCRIPT

Instructions

- 1. Type, print or computer generate the Request Form information.
2. The Request must have the student's signature.
3. Official transcripts may be sent to another college or to a potential employer.
4. Each transcript requested is \$10.
5. Transcripts may take up to 3-4 weeks for delivery.

Student Information

Form with fields for Name, Address, City, State, Zip, Student ID #, Email, Phone #, Resource Center Name, Years Attended, Degree Received, Date Received.

Send Official Transcripts To: Number of Copies. Institution/Organization, Street, City, State and Zip, In Care Of/Registrar.

Send Unofficial Transcripts To: Number of Copies. Name, Street, City, State and Zip.

Authorization of Payment: Payment Total \$ _____

- Input boxes for \$10 enclosed with this request for each transcript requested.
I authorize TXUT to charge my credit card \$10 for each transcript requested.

Credit Card Number, Exp.(mmyy), CVV (3 digits on back), and logos for VISA, MasterCard, DISCOVER, and AMERICAN EXPRESS Cards.

Student Signature _____ Date _____