

# Texas University of Theology

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## 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 2-3 weeks for delivery.

### Student Information

Name:	
Address:	
City, State, Zip:	
Student ID #:	
Email:	
Phone #:	
Resource Center Name:	
Years Attended:	
Degree Level:	
Date Received:	

### Mail Official Transcripts To:

Number of Copies \_\_\_\_\_

Institution/Organization:	
To Att./ Registrar:	
Address:	
City, State and Zip:	
<b>EMAIL INSTEAD TO:</b>	

### Send Unofficial Transcripts To:

Number of Copies \_\_\_\_\_

Name:	
Street:	
City:	
State and Zip:	
<b>EMAIL INSTEAD TO:</b>	

### Authorization of Payment:

Payment Total \$ \_\_\_\_\_

- \$10 is enclosed with this request for each transcript requested. (If mailed, payable to TXUT)
- I authorize TXUT to invoice me \$10 for each transcript requested. I understand that this request will not begin processing until payment is received. Invoice to be sent to my email at \_\_\_\_\_
- (Please give 2 business days for invoicing. Contact us if not received within 48 hours)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_