

Records Request Form

This form can be filled out with Adobe Acrobat and printed for signatures. Upon completion, this form should be returned to Texas A&M University, Office of the Registrar, Records Administration & Archives, P.O. Box 30018, College Station, TX 77842-3018; faxed to 979-845-1086, or scanned and emailed to records@tamu.edu. Any questions may be directed to 979-845-1003 or records@tamu.edu.

For information about requesting an Official Texas A&M Transcript, visit <https://aggie.tamu.edu/registration-and-records/transcripts-and-diplomas/order-transcripts> or contact transcript@tamu.edu.

This request should be used by individuals to request their own academic records.

Print Full LEGAL Name as it Appears on Your Records UIN Date of Birth First Term of Attendance
(leave BLANK if not known)

Phone Number (Current)

Email (Current)

Requested Records

☐ Verification of Degree or Enrollment letter – The following information can be included in the verification letter. Check all that apply. (Also available at https://howdy.tamu.edu for Current Students)	☐ Copy of High School Transcript - Provide name of High School HS Name: _____
☐ Degree(s) awarded	☐ Copy of Test Scores – List test score type requested
☐ Dates of Attendance	☐ Test type: _____
☐ Cumulative GPA	☐ Copy of Previous Institution(s) Transcripts List specific institutions or indicate 'ALL.'
☐ Expected Graduation Date	☐ Institution Name(s): _____
☐ Cumulative Hours earned	☐ Former Student Questionnaire information
☐ Degree program type (i.e. traditional or distance education degree program)	☐ Other – Please specify _____
☐ Class Rank	
☐ Address	
☐ Telephone	
☐ Date of Birth	
☐ TSI test results	
☐ Copy of Immunization Records	
☐ Non-attendance letter	
☐ Affidavit of Intent to Establish Permanent Residency	
☐ Residency Status Verification	

Request should be sent by:

☐ Email: _____

☐ Fax: _____

☐ Mail: Address: _____
City, State, Zip: _____

Signature

Date

FOR OFFICE USE ONLY

Date received: _____

Processed by: _____

Date Processed: _____