OFFICIAL TRANSCRIPT REQUEST Form

❑ NLC ❑ NVC ❑ PAC
❑ SAC ❑ SPC

ALAMO COLLEGES

Student is responsible for satisfying ALL the requirements below BEFORE submitting the request.

If you have a transcript HOLD, your transcript request WILL NOT be processed. Contact the Admissions and Records Office for guidance on how to resolve hold(s).

There are four convenient ways to request an official transcript:

1. **IN PERSON – Cypress Campus Center -104A**
   - Complete this transcript request form and submit it in person to the Admissions and Records Office. Be prepared to present **your official PHOTO ID.**
2. **VIA FAX – 210-486-9091**
   - Complete this transcript request form and submit it along with a **copy of your official PHOTO ID**.
3. **VIA EMAIL – nvc-admissions@alamo.edu**
   - Complete this transcript request form and submit it along with a **copy of your official PHOTO ID**.
4. **BY MAIL – NVC-Records & Transcripts 3535 N. Ellison Dr. San Antonio, Texas 78251**
   - Complete this transcript request form and mail it along with a **copy of your official PHOTO ID.**

LAST NAME:	FIRST NAME/MIDDLE NAME:	BANNER ID:
MAILING ADDRESS:		

PRIOR LAST NAME:	LAST FOUR DIGITS OF SSN:	DATE OF BIRTH:	TELEPHONE: ( ) EMAIL ADDRESS:

SEND TO:		
MAIL TO ADDRESS:		
CITY, STATE:	ZIP CODE:	TELEPHONE: ( ) EMAIL ADDRESS:

❑ Process NOW
❑ Process AFTER DEGREE/GRADUATION DATE IS POSTED
❑ Process AFTER END OF SEMESTER GRADES ARE POSTED
❑ HOURS BEFORE 1984

- *If I was an Alamo Colleges student after 1984 and I have no transcript holds, I understand/accept my transcript will be mailed 5 - 7 business days after completed "Transcript Request" is received.*
- *If I was an Alamo Colleges student before 1984 and I have no transcript holds, I understand/accept my transcript will be mailed 7-10 business days after completed "Transcript Request" is received.*
- *I understand/accept the processing time for my request is generally a maximum of 10 business days.*
- *I understand during peak transcript request periods, processing time may be longer.*

STUDENT'S SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY			
RECEIVED BY:	PROCESSED BY:	NOT PROCESSED — INITIALS:	
DATE/TIME:	DATE/TIME:	DATE/TIME:	

PICK UP REQUIREMENTS:

- You must show an **official PHOTO ID**.
- In accordance with Family Education Rights and Privacy Act (FERPA) regulations, transcripts may **only be released to the student of record**. You may refer to the FERPA Consent Form for exceptions.

The Alamo Colleges are an EOE. For any special accommodations or an alternate format, contact the Title IV Coordinator at (210) 485-0200.