

## Unofficial Transcript Request

A transcript may be requested only by the student to whom it belongs. A TWU transcript is a complete record of a student's enrollment at Texas Woman's University, including all undergraduate, graduate, and professional courses. Partial transcripts are not available.

**UNOFFICIAL** transcript requests may be faxed to 940-898-3444 or e-mailed to [transcripts@twu.edu](mailto:transcripts@twu.edu).

PLEASE PRINT IN **BLOCK LETTERS**

Full Legal Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Previous names used at TWU: \_\_\_\_\_

Your Mailing Address: \_\_\_\_\_ Dates of Attendance: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

SENDING INSTRUCTIONS:

E-MAIL ADDRESS: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_ Attn: \_\_\_\_\_

OTHER: \_\_\_\_\_

I authorize Texas Woman's University to send an unofficial transcript of my academic record to the address listed above. By my signature below I attest that I am the person to whom these records belong.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*In order to be processed when digitally signed, this form must be submitted to the Registrar's Office via your TWU e-mail.

TWU Transcript Department, Office of the Registrar  
PO Box 425409  
Denton, TX 76204-5409  
E-mail: [transcripts@twu.edu](mailto:transcripts@twu.edu) Fax: 940-898-3444