

STEPHEN F. AUSTIN STATE UNIVERSITY

Office of the Registrar
Box 13050, SFA Station
Nacogdoches, Texas 75962-3050
Telephone #: (936) 468-2501
Fax #: (936) 468-2261

REQUEST FOR OFFICIAL TRANSCRIPT

We do not accept phone requests and do not fax transcripts

Date: _____ / _____ / _____

Student ID/SSN #: _____

Date of Birth: _____ / _____ / _____

Name: _____
(Last) (First) (Middle) (Maiden)

Permanent Mailing Address: _____

Daytime Telephone #:(_____) _____

E-Mail Address: _____

Are you currently enrolled at SFASU? YES NO (If no, last attended: _____)

Degree(s) Received from SFASU:

Bachelor May _____
 Master Aug _____
 Doctorate Dec _____

Special Handling Requirements:

Send Now Hold for current semester grades
 Other: _____ Hold for degree

Purpose of Request:

Scholarship/Financial Aid Transfer – to: _____
 Employment Reason for transfer: _____
 Graduate School Other _____

Print the name, address, zip code of person(s) to receive transcript. Use additional paper if necessary.

Mail to:	How Many?
_____	_____
_____	_____
_____	_____
_____	_____

Signature (required): _____