



STEPHEN F. AUSTIN STATE UNIVERSITY

Office of the Registrar

P.O. Box 13050, SFA Station • Nacogdoches, Texas 75962

Phone: (936) 468-2501 • Email: transcripts@sfasu.edu

REQUEST FOR UNOFFICIAL TRANSCRIPT

A copy/photo of an unexpired photo ID must be submitted with this form.
This request is for a HARD-COPY transcript only. Return information listed above.

Student ID or SSN #: _____ Date of Birth: _____ / _____ / _____

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

(Mailing Address) (City) (State) (ZIP)

(Phone) (Email)

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

Degree(s) received from SFA:

- N/A
- Bachelor May _____
- Master Aug _____
- Doctorate Dec _____

Special handling requirements:

- Hold for current semester grades (accepted week before finals)
- Hold for degree (accepted week before finals)
- Attachment
- Other: _____

Mailing address for transcript(s) to be sent via USPS first-class mail:

Include the recipient's name for each location. Email addresses will not be accepted.

Quantity to be sent: _____

OR Picking up at transcript window _____ (check here)

OFFICE USE	
Processed by: _____	Date: _____ / _____ / _____
Quantity: _____	
Attachments Included: YES	NO
NO	
Denied by: _____	Date: _____ / _____ / _____
Reason: _____	

* IMPORTANT – PLEASE READ *

Requests are typically processed 1 business day after form is received. Please allow 7-10 business days for the transcript(s) to arrive at the requested location(s). Transcripts are sent via USPS first-class mail.

SFA is not responsible for documents lost by the USPS.

A copy/photo of an unexpired photo ID must be submitted with this form.

Signature: _____ Date: _____