Ordering Transcripts 101

You will need a Transcript Request Form from the professional school application service to which you are applying. THIS FORM IS DIFFERENT THAN THE TAMU Transcript Request form. With the exception of TMDSAS & VMCAS, the application services make their Transcript Request Forms available for download within their application platform. The instructions have been linked below:

- ADEA AADSAS
- AMCAS
- CASPA
- LSAC
- NursingCAS
- OTCAS
- PHARMCAS
- PTCAS
- TMDSAS (Form)
- VMCAS (Form)

*Transcripts CANNOT be ordered through e-mail. HOWEVER, you may e-mail the transcript request forms from the professional school application service to transcript@tamu.edu

OPTIONS:
1. Online through Howdy (preferred by Registrar)
2. In person
3. Mail
4. Fax

1. Online
   a. Current Student
      - Login to Howdy
      - Go My Record tab.
      - Locate the “Grades and Transcripts” Channel & Select “Official Transcript”
      - Then select “Order Official Transcript”
      - Continue to the next page →
- The next page will be “Transcript Request Address.”
- Scroll to the section “Issue to:” (third menu box, below “One of your addresses”)

**Issue to:** Use this option to enter the name of an individual, office, or business to which you wish your transcript to be mailed via U.S. First Class Postal Service. (Do not issue the transcript to Texas A&M University or Texas A&M University – Galveston. Transcripts issued to either campus will not be mailed.)

Issue to:________________________

- Issue to the appropriate application service (Ex. Issue to: CASPA)
- The next page will be “Select Transcript Type”
- Based on the application service requirements, use the instructions provided in Howdy to guide you through this menu as needed

* indicates required field

<table>
<thead>
<tr>
<th>Transcript Type: ∗</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issued To:</td>
<td>CASPA Transcript Processing Center</td>
</tr>
<tr>
<td>Street Line 1:</td>
<td>PO BOX 9108</td>
</tr>
<tr>
<td>Street Line 2:</td>
<td></td>
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<tr>
<td>Street Line 3:</td>
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<td>City:</td>
<td>Watertown</td>
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<tr>
<td>State or Province:</td>
<td>Massachusetts</td>
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<tr>
<td>Zip or Postal Code:</td>
<td>02471</td>
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<tr>
<td>Nation:</td>
<td>None</td>
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<tr>
<td>Area Code:</td>
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<tr>
<td>Phone Number:</td>
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<tr>
<td>Extension:</td>
<td></td>
</tr>
<tr>
<td>International Access Number:</td>
<td></td>
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- The next page will be “Transcript Request Options”
- Select the “Print Transcript” and “Delivery Method” option that is most appropriate

- Number of Copies (Up to 20): 1
- Official Transcript: YES No
- Print Transcript: As soon as possible
- Delivery Method: ∗ Transcript $10.00 each

Continue

- Once you click “Continue,” a summary of your request will be presented, and then payment will be required.

**Former Student**

a. Enrolled in last 2 years?
   - Sign in to Howdy using net ID and password
   - If you forgot your net ID and/or password visit IT Self-Service
   - Click on “Former Student” tab

- Go to “Grades and Transcript” Channel & Select “Official Transcript” Continue →
- Select "Order Official Transcript"

- The next page will be "Transcript Request Address."
- Scroll to the section "Issue to:" (third menu box, below "One of your addresses")

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**Number of Copies (Up to 20):** 1

Print Transcript: [ ] Yes [ ] No

**Official Transcript:**

Delivery Method: [ ] As soon as possible [ ] Transcript $10.00 each

**Continue**

- Once you click "Continue," a summary of your request will be presented, and then payment will be required.
Former Student

b.  *Not enrolled in the last 2 years?*

  - Go to Howdy
  - Click “Information about Former Student Access”

- Select “*WAS NOT enrolled in the past TWO YEARS*”

For instructions, choose your status below:

- WAS enrolled in the past TWO YEARS
- **WAS NOT enrolled in the past TWO YEARS**
- Attended prior to the fall semester 1985

- Follow the instructions & once you have “Former Student” access
  -- Click on “ Former Student” tab
  - Go to “Grades and Transcript” Channel & Select “Official Transcript”
    - Select “Order Official Transcript”
  - The next page will be “Transcript Request Address.”
  - Scroll to the section “Issue to:” (third menu box, below “One of your addresses”)

**Issue to:** Use this option to enter the name of an individual, office, or business to which you wish your transcript to be mailed via U.S. First Class Postal Service. (Do not issue the transcript to Texas A&M University or Texas A&M University – Galveston. Transcripts issued to either campus will not be mailed.)

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2. **In person**

- You will need a transcript request form from the application service for professional school. Fill this out appropriately. **NOT THE SAME AS TAMU REQUEST FORM:**
  - Review instructions on obtaining the form(s) you need [here](#).
- You will need an additional Transcript Request Form *from TAMU* found [here](#).
- Fill out the TAMU form electronically, then print for signature OR print and fill out by hand.

- Take the completed TAMU & Application service form, method of payment, **AND** a valid photo ID to the Office of the Registrar in the General Services Complex:

  750 Agronomy Rd, Ste 1501

3. **By Mail**

- You will need a transcript request form from the application service for professional school. Fill out this form appropriately. **NOT THE SAME AS TAMU REQUEST FORM:**
  - Review instructions on obtaining the form(s) you need [here](#).
- You will need an additional Transcript Request Form *from TAMU* found [here](#).
- Fill out the TAMU form electronically, then print for signature OR print and fill out by hand.
  - Include payment: check, money order, or credit card
    - If using a credit card, you must include the following information:
      * Type (ex. Discover, Visa, Mastercard, etc...)
      * Name as it appears on credit card
      * Card #
      * CSV/Security code from back of card
      * Card expiration date

- Mail form and payment to:
  Transcript Section
  Office of the Registrar
  Texas A&M University
  P. O. Box 30018
  College Station, TX 77842-3018

- **Bus Route 6- 12th Man**
- **Visitor/30 min parking located in front of the GSC.**
- **Any valid TAMU permit may park in Lot 88.**
4. By Fax

- See “In Person” section for accessing the Transcript Request Form
- Print, complete and sign the Transcript Request Form
- Payment MUST be made by CREDIT CARD, you must include:
  
  * Type (ex. Discover, Visa, Mastercard, etc...)  
  * Name as it appears on credit card  
  * Card #  
  * CSV/Security code from back of card  
  * Card expiration date  
- Fax the form and payment information to (979)- 862-3391

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