

TCU Transcript Request

Unfortunately, because TCU went online with student records in Summer of 1984, your records are on microfiche and a permanent record card and are not available online through my.tcu.edu. Therefore, you have not been assigned a TCU ID number for web access. For your convenience you may print this form.

Mail requests should be sent to:

Office of the Registrar Texas Christian University PO Box 297004 Fort Worth, TX 76129
or Fax: 817-257-6400

You will need to provide the following:

Your full name. Please include the name you used when you attended TCU. Also, please include any other names under which the transcript might be listed _____

Your current address _____

Credit card number you wish to pay with _____ Expiration date _____

Your date of birth _____ The last four digits of your social security number _____

Approximate dates of attendance or date of degree _____

Your daytime phone number _____

Your Email Address _____

The name and address where you wish the transcript to be sent, please include the correct zip code _____

*Recipient's phone number _____

Recipient's Email Address: _____

Your signature (required by Federal Law, except when ordering through my.tcu.edu) _____

Any special instructions you might have concerning your request such as a signed and sealed envelope

Transcripts are \$5.00 per copy. *If you need the package sent overnight, there will be a \$17.50 charge and this must be applied to a credit card, and we will need the recipients phone number including area code.

REMINDER: You must be clear of all outstanding financial obligations to the University.