



# Transcript Request

Office of the Registrar      Phone (254) 295-4510  
UMHB Box 8425              Fax (254) 295-5052  
900 College Street         registrar@umhb.edu  
Belton, Texas 76513

Instructions: Download and complete the request form. You may mail, fax, email, or hand deliver your request to the Registrar's Office.

UMHB ID # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security #: \_\_\_\_\_  
(optional)

Dates of Attendance: Start: \_\_\_\_\_ End: \_\_\_\_\_ Date Graduated: \_\_\_\_\_

Name: \_\_\_\_\_  
Last
First
Middle

Previous (Maiden) Last Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 \_\_\_\_\_

Check if this is a new address or phone number.

**Official**

**\*\*Use a separate form for each addressee\*\***

Number of Copies: \_\_\_\_\_

Mail Transcript to:  
 (Provide complete name & mailing address.  
 Allow 7-10 days for mail delivery.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Unofficial**

E-mail Address: \_\_\_\_\_

Fax to – Name: \_\_\_\_\_

Number: \_\_\_\_\_

Mail Transcript to:  
 (Provide complete name & mailing address.  
 Allow 7-10 days for mail delivery.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- (Please choose one)
- Pick Up      or       Send Now
  - Hold for Grades
  - Hold for Degree
  - Overnight mailing – see below for additional information

- (Please choose one)
- Current Student Enrolled in Classes
  - No longer Attending UMHB
  - Alumni *Graduated* from UMHB

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
I certify that I am the person whose name appears on the name line of this form.

**\*\*Transcript service will be denied to students with outstanding financial obligations to UMHB.\*\***  
 Allow 2 to 3 business days for processing.  
*Overnight Fee is \$12 - Fee subject to change and payable in advance. Credit card payments take 24 hours to process.*  
*FED EX requires a physical address, not a PO Box Number.*  
 For more info: <http://registrar.umhb.edu/how-request-transcript>

**The Family Educational Rights and Privacy Act (FERPA) of 1974 prohibits the release of transcripts without the student's written consent.**

**For office use only:** Date processed/ Initials: \_\_\_\_\_ Circle: **Picked Up   Mailed   Faxed   Emailed   Fed-Exed**

**Special Instructions:** \_\_\_\_\_

O/N    O/N pmt. rec'd.   Tracking # \_\_\_\_\_