



# Transcript Request

Office of the Registrar  
 UMHB Box 8425  
 900 College Street  
 Belton, Texas 76513

Phone (254) 295-4510  
 Fax (254) 295-5052  
 registrar@umhb.edu

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: \_\_\_\_\_  
 \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
 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: \_\_\_\_\_  
 Fax to – 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 # \_\_\_\_\_