Step 1 – **Current students** login to Howdy → My Record → Grades and Transcripts → Official Transcripts → Order Official Transcripts

**Former students** login to Howdy → Former students → Grades and Transcripts → Official Transcripts → Order Official Transcripts

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Step 2 – **Current students** log in with your NetID@tamu.edu and password, then click “Self Service” to order transcripts

**Former students** login using one of the social login options for LinkedIn or Google accounts, then click “Self Service”

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Step 3 – Click “Order Transcript”
Step 4 – Read the information carefully before ordering transcript
Step 5 – Fill in personal information as requested

**Enter Personal Information**

**Personal Information**
- First Name: Jon
- Last Name: 
- Date of Birth: MM/DD/YYYY
- Has your name changed since attending school? [YES] [NO]

**Student Identification Information**
- Student ID: 
- Social Security Number: [XXX-XX-XXXX]
- Are you currently enrolled at Texas A&M University? [YES] [NO]

**Contact Information**
- Address 1: P.O. Box 11130
- City: College Station
- Zip Code: 77842
- Email: 
- Phone Number: [XXX-XXX-XXXX]

To receive NSC Mag updates to this phone number, you must opt-in by selecting ‘YES’ below. You may receive up to 5 transcript status updates for each recipient order. Message and data rates may apply. If text messaging is requested, you will receive an Opt-In confirmation message. For help text HELP. To cease messages, text STOP. Texting STOP will stop all text messages to the Opted-in mobile phone number for all existing transcript orders. Do you agree to Opt-in? [Terms of Use] [Privacy Policy] [YES] [NO]
Step 6 – Select transcript and delivery details – please make sure to select “Hold for Pickup” under delivery information and email TAMUQ – Office of Records at records@qatar.tamu.edu
Step 7 – Confirm all details before signing the consent form

Delivery Information
- How do you want your transcript sent?
  - Hold for Pickup

- How many copies do you want?
  - 1 copy = $10.00

School’s Terms and Conditions:
You may pick up your transcript at 3 different locations: 1) Aggie One Stop Office in College Station (main campus) please email transcripts@tamu.edu; 2) School of Law location in Fort Worth—please email law-registrar@tamu.edu; 3) Texas A&M Qatar branch campus—please email records@qatar.tamu.edu. Emails must be sent to make arrangements for picking up transcripts. Transcripts are printed upon arrival for pick-up.

I have read and accept my school’s terms and conditions for the delivery method of Hold for Pickup. Acceptance to the Terms and Conditions is required.

Upload Attachment (optional)
Do you want to send additional documents with your transcript?
- Add File

Fee Summary
<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript Quantity Fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>Online Processing Fee</td>
<td>$2.35</td>
</tr>
<tr>
<td><strong>Total Fee for this Recipient</strong></td>
<td><strong>$12.35</strong></td>
</tr>
</tbody>
</table>

Pending Order Details
- **Recipient**
  - Add Recipient
  - Edit
  - Remove
- **Total Fee for this Recipient**: $12.35
- **Processing Option**: Current Transcript, Process As Is
- **Delivery Method**: Hold for Pickup
- **Quantity**: 1 copy
- **Transcript Quantity Fee**: $10.00
- **Online Processing Fee**: $2.35
- **Total Fee for Order**: $12.35

Checkout
- Cancel Order
- Checkout
Step 8 – Proceed to payment details