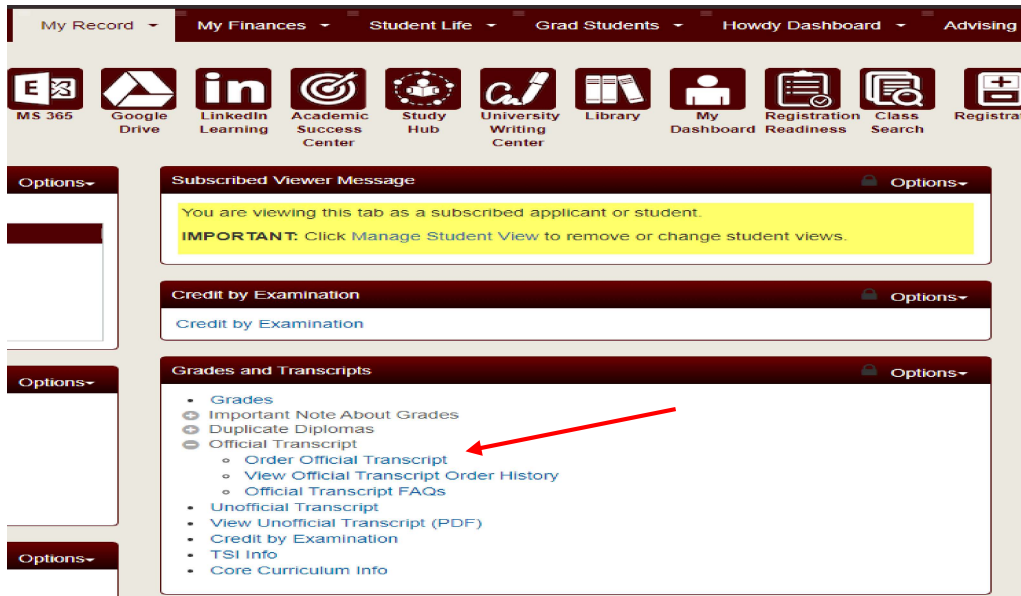


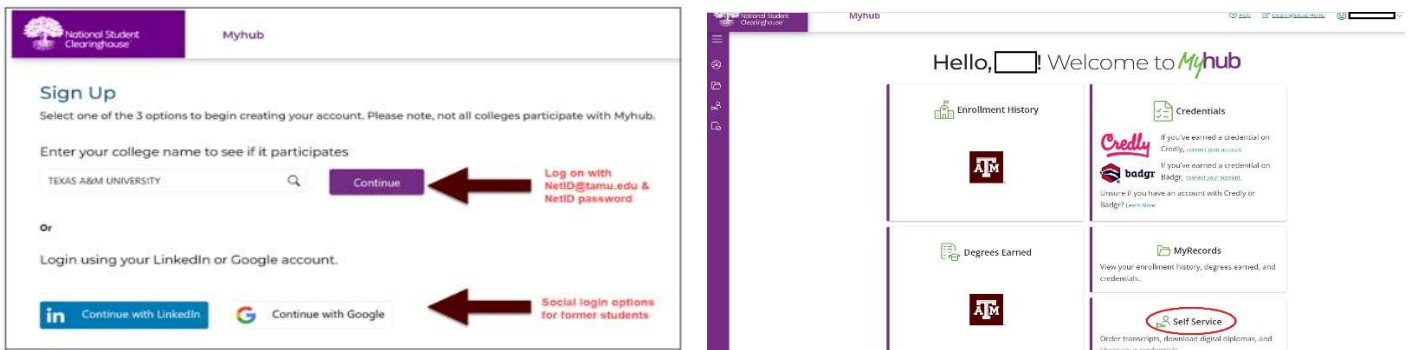
**Step 1 – Current students** login to **Howdy** → My Record → Grades and Transcripts → Official Transcripts → Order Official Transcripts

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

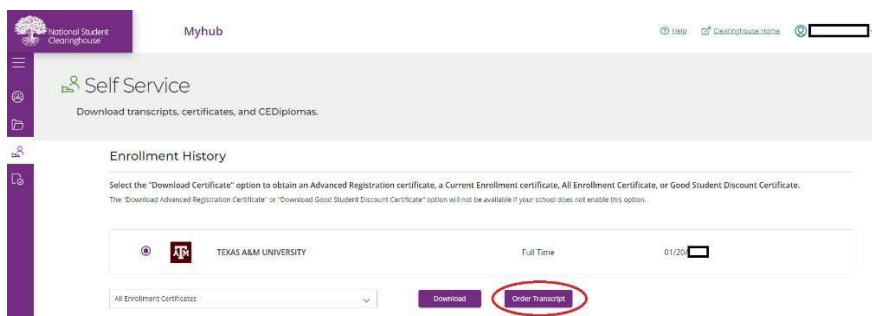


**Step 2 – Current students** log in with your NetID@tamu.edu and password, then click “Self Service” to order transcripts

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



**Step 3 – Click “Order Transcript”**



## Step 4 – Read the information carefully before ordering transcript

### Transcript Ordering Center

#### School Notifications

##### Howdy!

Thank you for using the National Student Clearinghouse to request your official Texas A&M University academic transcript.

Before ordering your official transcript, please review the following information.

All student information must be correct to prevent delays in processing.

1. Personal Information - All fields are required to progress to the next step in the ordering process.

Students with active transcript holds will not be allowed to submit an order for an official transcript until the hold has been resolved with the appropriate office or other arrangements have been made.

All Former Students must provide their years of attendance on the personal information page.

Attention former students who attended Texas A&M University prior to the fall 1985 semester or at the School of Dentistry (formerly Baylor College of Dentistry) prior to the fall 2009 semester: Academic history for these student populations are not recorded electronically in Texas A&M University's student information system. Official electronic transcripts cannot be sent for these students. These former students will only be able to request the Hold for Pickup or mail delivery options.

2. Transcript Processing Options:

- **Now/Process As Is** - Transcripts will be processed as soon as possible, displaying all current standings in academic coursework.
  - Please note there will be an average 3-5 business day processing period on transcripts requested for former students enrolled prior to fall 1985 at Texas A&M or fall 2009 for the School of Dentistry. These records must be reproduced from digitized or microfilm records.
- **After Grades Are Posted** - For currently enrolled students transcripts will be processed after all final grades for all students have been posted for the current regular term.
- **After Degree is Awarded** - For currently enrolled students transcripts will be processed after most degrees have been awarded for the current term.

3. Transcripts Cost:

- Each official transcript costs \$10.00.
- For each request submitted, there is an additional \$2.25 online processing fee.
- Transcripts processed through National Student Clearinghouse SecurePrint will incur an additional \$3.00 shipping and handling fee per transcript.
- An additional \$1.00 fee will be included for requests submitted for PDF electronic transcript delivery.
- There may be additional delivery or shipping fees depending on which delivery option is selected.

4. Transcript Delivery Options:

- **Electronic**
  - PDF
  - EDUSPEEDE
- **Mail**
  - **Regular Mail**
    - United States - USPS First Class mail service
    - International - International Air mail service
  - **Certified Mail - United States only**
  - **Express Mail**
  - **Hold for Pickup** - Transcript can be picked up at either the Aggie One Stop Office (College Station), School of Law (Fort Worth), or Qatar branch campus.

5. Additional Documents: Any additional documents students need to attach with the transcript, must be completed, signed, and uploaded at the time this order is placed.

Additional information is available at <https://aggie.tamuedu/registration-and-records/transcripts-and-diplomas/order-transcripts>.

#### Clearinghouse Notifications

Payment will be accepted, if a cost is involved, with any major credit or debit card. Your credit or debit card is not charged until your school sends your transcript(s). However, if you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment. If you have questions on the pre-authorization, please contact your bank.

[Order Transcript\(s\) >](#)

## Step 5 – Fill in personal information as requested

1 Enter Personal Information      2 Select Transcript and Delivery Details      3 Confirm Order and Checkout

### Enter Personal Information

**Personal Information** All fields required, unless otherwise indicated

First Name  Middle Name  Last Name

Date of Birth  (MM/DD/YYYY) Has your name changed since attending school?

**Student Identification Information** One of the following is required

Student ID  Confirm Student ID   
Dashes are not allowed

**OR**

Social Security Number  Confirm Social Security Number   
XXX-XX-XXXX

Are you currently enrolled at Texas A&M University?

### Enter Personal Information

**Contact Information** All fields required, unless otherwise indicated

Address 1   
Street number and name or PO Box:

Address 2   
Building, campus box, floor, apt, suite (Optional)

City  State/Territory/APO

Zip/Postal Code  Country

Email  Confirm Email

Phone Number   
(XXX) XXX-XXXX

To receive NSC Msg updates to this phone number, you must Opt-in by selecting 'YES' below. You may receive up to 5 transcript text 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](#)

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](mailto:records@qatar.tamu.edu)



## Select Transcript and Delivery Details

**Recipient** All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?

- College or University
- Education Organization, Application Service, Scholarship and Professional Licensing
- Employer or Other
- Myself

## Select Transcript and Delivery Details

Send To:

**Processing Details** All fields required, unless otherwise indicated

When do you want your transcript processed? \*  
Error: When do you want your transcript processed? is required

What type of transcript do you want? \*  
Error: What type of transcript do you want? is required

Why are you ordering your transcript? \*  
Error: Why are you ordering your transcript? is required

**Delivery Information**

How do you want your transcript sent? \*

- Mail/United States
- Mail/International - \$5.00
- Express/United States - \$39.00
- Express/Canada & Mexico - \$59.00
- Express/International - \$75.00
- Hold for Pickup

### Delivery Information

How do you want your transcript sent?

How many copies do you want?

#### 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](mailto:transcripts@tamu.edu). (2.) School of Law location in Fort Worth-please email [law-registrar@tamu.edu](mailto:law-registrar@tamu.edu). (3.) Texas A&M Qatar branch campus-please email [records@qatar.tamu.edu](mailto: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?

### Fee Summary

Transcript Quantity Fee	\$10.00
Online Processing Fee	\$2.35
<b>Total Fee for this Recipient</b>	<b>\$12.35</b>

## Step 7 – Confirm all details before signing the consent form

1 Enter Personal Information      2 Select Transcript and Delivery Details      **3 Confirm Order and Checkout**

### Checkout

#### Pending Order Details

[Edit](#) [Remove](#)

Recipient:

<b>Total Fee for this Recipient:</b>	\$12.35
<b>Processing Option:</b>	Current Transcript - Process As Is
<b>Delivery Method:</b>	Hold for Pickup <input type="button" value="i"/>
<b>Quantity:</b>	1 copy
<b>Transcript Quantity Fee:</b>	\$10.00
<b>Online Processing Fee:</b>	\$2.35

**Total Fee for Order: \$12.35**

### Sign Consent Form All fields required, unless otherwise indicated

A signed consent form is required to release your transcript. If we do not receive your consent form within 30 calendar days from the date you submit your request, your order will be canceled, and you will not be charged.

Requestor:

Order Number:

Transcript Recipient(s)

### Electronic Consent Form

The fastest way to submit your consent form is electronically. Use your finger or mouse to draw your signature in the box. After you submit your signature, you may download a signed copy of the consent form for your records prior to providing payment in the next step.

Need Help Signing? 

Sign Here



Signature Date: 06/11/2023 03:22 PM

By submitting this signature, I  certify that I am the above-named student and my electronic signature provided on this form is authentic and has the same validity and legally binding effect as signing this consent form by my hand in ink.

Clear Signature

Accept Signature

Cancel Order

Continue >

## Step 8 – Proceed to payment details

### Payment Details All fields required, unless otherwise indicated

Accepted Credit Cards:



Card Holder Name

Card Number

Expiration Date

CW

Do you want to use your contact address as your billing address?

Address 1

Street number and name or PO Box

Address 2

Building, campus box, floor, apt, suite (Optional)

City

State/Territory/APO

Zip/Postal Code

Country

Selecting 'Submit Order' will transmit your payment information to [First Data Corp.](#), a third party payment processing provider. First Data will only share your name, address, or e-mail address with National Student Clearinghouse.

**Total Fees for Order: \$12.35**

Cancel Order

Submit Order >