OFFICE OF RECORDS

Academic Transcript Request Form

This Form must be filled out with Adobe Acrobat and then printed for signatures. Transcripts are 40QR each and must be paid in the Office of Records at the time of submission. Payment must be exact change in cash only. Please allow 3 working days for processing. Any questions may be directed to the Office of Records or records@qatar.tamu.edu

UIN:_____ Number of Transcripts Requested _____

Last Name:_____ First Name:_____

Phone Number: _____ E-mail: _____

Dates of Attendance: _____

Major: CHEN I am (was) a: Bachelor of Science student.

Degree Awarded: Bachelor of Science

If you are completing this form at the end of a semester or term, do you want to (select if applicable):

☐ Hold transcript(s) for semester grades?
☐ Hold transcript(s) until degree awarded?

Does each official transcript need to be in a separately sealed envelope? Yes ☐ No ☐
(NOTE: If you need to have transcripts mailed, please contact the Office of Records for further processing details.)

I authorize Texas A&M University at Qatar Office of Records to complete the transaction for the transcripts requested above. All transcripts must be picked up in person from the Office of Records unless other arrangements have been made. A photo ID is required in order to receive the transcript.

_____ _____
Student's Signature (transcript(s) will not be released without student's signature) Date

FOR OFFICE OF RECORDS USE ONLY

_____ *Received by*
Fee paid

Compass ID # _____ Holds _____

Printed By

Request # _____