

**Unofficial Transcript Request**

A transcript may be requested only by the student to whom it belongs. A TWU transcript is a complete record of a student's enrollment at Texas Woman's University, including all undergraduate, graduate, and professional courses. Partial transcripts are not available.

**UNOFFICIAL transcript requests may be faxed to 940-898-3444 or e-mailed to [transcripts@twu.edu](mailto:transcripts@twu.edu).**

PLEASE PRINT IN **BLOCK LETTERS**

**Full Legal Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_ **Previous names used at TWU:** \_\_\_\_\_

**Your Mailing Address:** \_\_\_\_\_ **Dates of Attendance:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Daytime Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Email Address:** \_\_\_\_\_

SENDING INSTRUCTIONS:

**E-MAIL ADDRESS:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_ **Attn:** \_\_\_\_\_

**OTHER:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**I authorize Texas Woman's University to send an unofficial transcript of my academic record to the address listed above. By my signature below I attest that I am the person to whom these records belong.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*In order to be processed when digitally signed, this form must be submitted to the Registrar's Office via your TWU e-mail.**

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TWU Transcript Department, Office of the Registrar  
PO Box 425409  
Denton, TX 76204-5409  
E-mail: [transcripts@twu.edu](mailto:transcripts@twu.edu) Fax: 940-898-3444