



OFFICE OF RECORDS

Academic Transcript Request Form

This Form can be filled out with Adobe Acrobat and then printed for signatures. Transcripts are 40QR each and must be paid in Finance room 341 prior to submitting the form to the Office of Records. Any questions may be directed to the Office of Records or records@qatar.tamu.edu

UIN: _____ Number of Transcripts Requested _____
Family Name: _____ First Name: _____
Phone Number: _____ E-mail: _____
Purpose of Transcript: Personal Business Academic

Dates of Attendance: First Term: Fall Spring Summer 20____
(circle one)
Last Term: Fall Spring Summer 20____
(circle one)

Major (if applicable): _____ Degree (if applicable): _____

Does each official transcript need to be in a separately sealed envelope? Yes___ No___
(NOTE: If you need to have transcripts mailed, please contact office of records for further processing details.)

If you are completing this form at the end of a semester or term, do you want to:
Hold transcript(s) for semester grades? Yes___ No___
Hold transcript(s) for degree entry? Yes___ No___

I authorize Texas A&M University at Qatar Records Staff 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 Signature _____ Date _____

FOR OFFICE OF RECORDS USE ONLY

Printed By _____ Date _____

Request Number _____

FOR FINANCE OFFICE USE ONLY

Fee Paid (40 QR EACH): _____ Received By _____ Date _____