

# Western Texas College Transcript Request

**\*\*As a courtesy to our students, we will provide the first five (5) transcripts at no charge.  
Thereafter, each additional transcript ordered will be \$5.00 each.  
Transcripts will not be issued until all holds and fees are paid.  
Payment may be made in person or by contacting the Business Office  
with a debit or credit card at 325-574-7610**

**\*Required Field**

Student's SSN: \_\_\_\_\_ \*Date of Birth: \_\_\_\_\_  
\*Contact Number: \_\_\_\_\_ Alternate Contact: \_\_\_\_\_

## NAME

\*First: \_\_\_\_\_ \*Middle Initial: \_\_\_\_\_ \*Last: \_\_\_\_\_  
Previous Last  
Name(s): \_\_\_\_\_  
\*Email: \_\_\_\_\_

## ADDRESS

\*Street: \_\_\_\_\_  
\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

## LAST ATTENDED

\*Semester: \_\_\_\_\_ \*Year: \_\_\_\_\_

## LVN

\*Were you enrolled in Western Texas College's LVN program?

Yes

No

## \*CHECK APPROPRIATE BOX:

Currently Enrolled

Not Currently Enrolled

## \*CHECK APPROPRIATE BOX:

Send Now

Hold for Current Semester Grades

Hold for Degree Notation

## TRANSCRIPTS

Please mail \_\_\_\_\_ transcript(s) to this address (limit of 5 transcripts):

MAIL TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please mail \_\_\_\_\_ transcript(s) to this address (limit of 5 transcripts):

MAIL TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*By signing this form, I agree that this information is complete and correct, and I understand that the submission of false information is grounds for appropriate disciplinary action.*

Date: \_\_\_\_\_ Name: \_\_\_\_\_

This form must be mailed, faxed or emailed to the Western Texas College transcript clerk:

**Mail:** 6200 College Avenue, Snyder, TX **FAX:** 866-448-7452 **Email:** transcript@wtc.edu

**NOTE:** The fastest and easiest method of submitting a transcript request in to complete the online form at:

<https://wtc.edu/students/TranscriptRequest.html>