



DEL MAR COLLEGE

# Transcript Request

ELECTRONIC TRANSCRIPTS: If you would like to request that your transcript be sent electronically, please submit a request using the following link: [www.delmar.edu/transcripts](http://www.delmar.edu/transcripts). **Electronic transcripts are typically processed in one day. IF YOU SUBMIT YOUR REQUEST ELECTRONICALLY, YOU DO NOT NEED TO COMPLETE THIS FORM.**

Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Other name under which you may have been enrolled: \_\_\_\_\_

Student ID/SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Phone: \_\_\_\_\_

Years of Attendance (ex. 1989 to 2021): \_\_\_\_\_ Email Address: \_\_\_\_\_

Current Address:

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

Number of official transcripts requested: \_\_\_\_\_

Send email (above) notification when transcript is ready to pick-up (Note: Photo ID required for pick-up.)  
*Transcripts not picked up by the close of business the day after you are emailed, will be mailed to the address on the form.*

Please check box if someone OTHER than yourself will be picking up your transcript.

**I give permission to the individual named below to pick up my transcript:**

**Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

(Note: This individual will be required to present a state issued ID prior to receiving your transcript.)

Mail to address listed above.

Mail to name/institution listed and address listed below:

1) Name/Institution: \_\_\_\_\_

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

2) Name/Institution: \_\_\_\_\_

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

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

This **signed** form may be submitted by Fax: 361-698-1857 or Email: [reginfo@delmar.edu](mailto:reginfo@delmar.edu)  
or Mail: Office of the Registrar, Del Mar College, 101 Baldwin Boulevard, Corpus Christi, TX 78404  
or delivered, in person, to East (Harvin Center Rm 270) or West (Coleman Center Rm 128) Campus Office  
**These requests take 7-10 business days to be processed.**