

# Concordia University Texas Transcript Request Form



**NOTE: This form is only for students currently enrolled at Concordia University Texas.**

Last Name  First Name  Middle Initial   
Student ID# or Social Security Number  DOB   
Street Address   
City  State  Zip   
Contact Phone #  Contact Email

### Special Instructions:

Hold for Current Semester Grades       Hold for Graduation Certification

### Other Information

Pick up     Send to:

Number of Copies

### Processing Options

- Current Student Standard Processing: FREE (2-3 Business Days)
- Next Day Service: \$10 (Next Business Day)
- Same Day Service \$25 (Processed while you wait)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that I am the person whose name and signature appear above, and do hereby authorize the release of my academic transcripts to the addresses and/or individuals listed above.

To order your transcripts, fill out this form with complete and accurate information and print it. Form must be signed and dated.

Mail to: 11400 Concordia University Dr.      Email to: [transcripts@concordia.edu](mailto:transcripts@concordia.edu)  
Austin, Tx 78726

Questions? Contact the Office of Registration and Academic Records: (512) 313-4642