



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. **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 Names under which you may have been enrolled: _____

Student ID/SSN: _____ Date of Birth: _____

Phone: _____ Years of Attendance (ex: 1989 to 2010): _____

Email Address: _____

Current Address: _____
Street City State Zip

Number of official transcripts requested: _____

- *Send email (above) notification when transcript is ready for pick up (Please 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 use this area if someone OTHER than yourself will be picking up your Transcript.**

**I give permission to _____ to pick up my Transcript.
Print Name & DOB

****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 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 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 3-5 business days to be processed OR 7-10 business days during peak times.