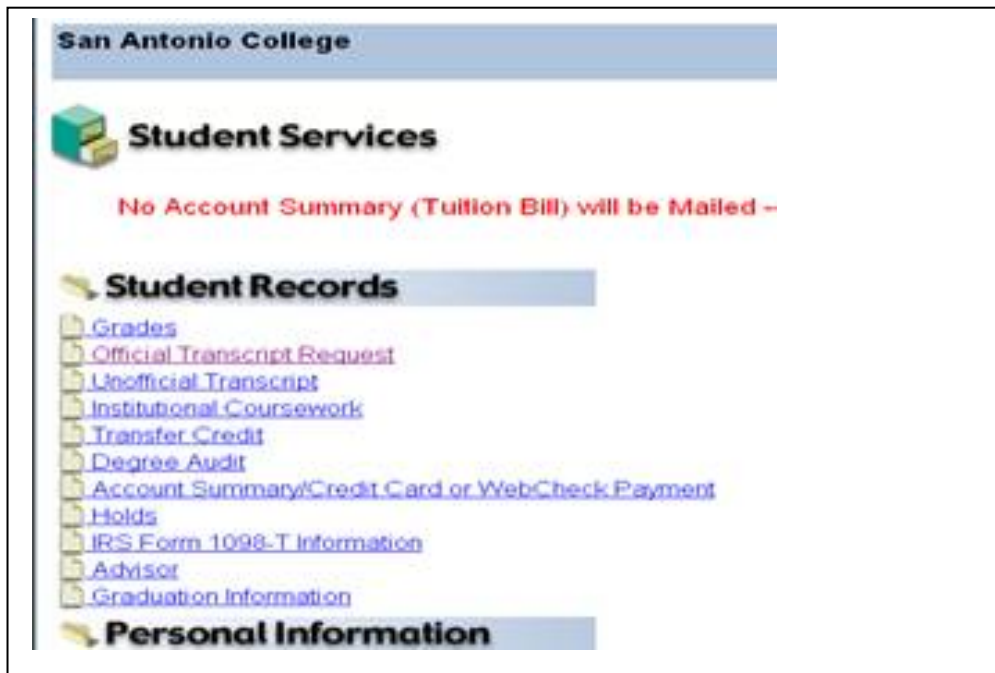


Student online transcript request service for current and past students

1. Students should log into Student Services as usual:



2. Then select the option for Transcript Request:



Student online transcript request service for current and past students

- Once there, the student will have more options of how many, where, and when to send transcripts:

San Antonio College

Official Transcript Request

If you have any submitted or processed transcript requests, they will be listed below under the heading "Requests on Record". For new requests, you may either add or submit one under "Add or Submit a New Request". Adding a request will merely save your information until you later decide to submit or delete it. Added requests will be displayed under "Requests Which Have Been Added But Not Submitted". These requests may be updated, deleted, or submitted. However, you can skip the "add" process and just submit a new request right now instead. When you have completed entering data, click "Continue".

| Requests on Record | | | | |
|-----------------------|---------------------------------|---|--------|--|
| Status | Date Requested | Transcript | Copies | Send To |
| PROCESSED 05-21-07 | 05-21-07 Process immediately | Undergraduate through 2007 SPRING | 1 | SEFWALDHF, LASSO, LUASO KAD, FJ, KASD KASD, FJ, KASD KASD, FJ, KASD US |
| PROCESSED 07-15-04 | 07-15-04 | Undergraduate through 2002 SUMMER 1 | 2 | FU US |
| PROCESSED 07-15-04 | 07-15-04 | Continuing Education through 2ND QTR 2003-04 | 2 | FU US |

Add or Submit a New Request

| Request Options | Send To |
|---|---|
| Action: <input type="button" value="Add"/> | For U.S. and Canadian addresses, information for Send to, Street 1, City and Zip/Postal Code must be entered. For all other countries, Send to and Street 1 must be entered. The use of "&" is not acceptable, please use "and" instead. (i.e. Texas A&M should be entered as Texas A and M) |
| Process: <input type="button" value="Process immediately"/> | Send to: <input type="text"/> |
| Transcript: <input type="button" value="Undergraduate"/> | Street 1: <input type="text"/> |
| Copies: <input type="text" value="1"/> | Street 2: <input type="text"/> |
| | City: <input type="text"/> |
| | U.S. State/Canadian Province: <input type="text" value="TEXAS 353"/> <small>If not U.S. or Canada, select "Not specified"</small> |
| | Foreign Province: <input type="text"/> <small>(Non-U.S. and Canadian addresses only)</small> |
| | Zip/Postal Code: <input type="text"/> |
| | Country: <input type="text" value="UNITED STATES USA"/> |
| | Delivery Method: <input type="text"/> |

Transcripts can be processed:

- Immediately (48 working hours)
- Hold Until Final Grades
- Hold Until Final Degree Posted

This service also allows students to

- 1) check the status of their transcript request, and
- 2) track where transcripts have been previously sent.