

Guidance for Ordering an Official Transcript for State TA

Most schools now offer electronic certified PDF official transcripts. This is the fastest and most secure option to get your transcript to our office. The following guidance will help you determine the best way to order your official transcript.

Order an Official Transcript using Electronic Delivery

- Follow your school's online instructions to login and order your PDF official transcript
- **Your school may use Parchment, National Student Clearinghouse, or some other service to process electronic transcript orders. The steps to complete an order may vary.**
 - o Enter the transcript recipient name:
 - "Texas Military Department, Tuition Assistance"
 - o Enter our email address to receive the transcript download
 - statranscripts@gmail.com
 - o If asked, enter your own email address as the sender so that you receive order updates
 - o Follow any additional on-line instructions to complete your order

If your school does NOT offer electronic delivery,

- Order an official transcript "issued to student" to be picked up in person **—OR—**
- Order an official transcript mailed to YOUR OWN ADDRESS
- After you receive your transcript by either of these 2 options
 - o Scan a copy - Yes, we are OK with you opening the envelope
 - o email a copy to our office inbox: ng.tx.txarng.mbx.trp@mail.mil
- Keep in mind all security aspects when emailing your information
 - o Encrypt your email if possible
 - o You can also use the DoD SAFE file transfer site: <https://safe.apps.mil/>

**** It is HIGHLY recommended that you do NOT order your transcript to be mailed to our office. If you are unable to use one of the 2 options listed above, contact our office before placing your order.**

General guidance

- The official transcript must be received in our office by the posted deadline for each semester
 - o If you suspect you might miss this deadline, let me know as soon as possible.
 - o Extensions will be considered on a case by case basis
- We do not accept "UNofficial" transcripts or other types of grade reports
- When ordering you should be able to select the option to "wait for grades to post" before sending. If you neglect to mark this, you may have to order a 2nd transcript that includes your grades
- If you are graduating this semester it is highly recommended to wait for degree completion to show on your transcript. We can share a copy with your unit, if they will accept it from us
- If your school offers multiple electronic formats, choose the certified PDF transcript option

After we receive your transcript in our office:

- Your grades are recorded in our system
- You are emailed a status update showing your award amount
- Note: Award amounts may change and will not be finalized until ALL transcripts are received

List of Colleges and Universities That Offer Certified PDF Official Transcripts

Check the following list of schools to see if your school is on the list. If you do not see your school listed, that does not necessarily mean that your school does not offer electronic transcripts. Contact your registrar's office or check your school's online transcript order instructions to see if electronic PDF transcripts are an option.

Most schools now offer electronic PDF official transcripts. More schools add this option every semester. We have included the URL to the transcript order webpage for most schools below. If the link does not work or if no link is shown, check your school's website for the most current transcript ordering instructions. ALL schools listed below have previously sent electronic transcripts to our office.

ALL Schools Below Offer Electronic Option

Webpage to order transcript

ABILENE CHRISTIAN UNIVERSITY	https://www.acu.edu/about/registrar/transcript-request.html
ALAMO COLLEGE-NORTHEAST LAKEVIEW COLLEGE	https://www.credentials-inc.com/tplus/?ALUMTRO003607
ALAMO COLLEGE-NORTHWEST VISTA COLLEGE	https://www.credentials-inc.com/tplus/?ALUMTRO003607
ALAMO COLLEGE-PALO ALTO COLLEGE	https://www.credentials-inc.com/tplus/?ALUMTRO003607
ALAMO COLLEGE-SAN ANTONIO COLLEGE	https://www.credentials-inc.com/tplus/?ALUMTRO003607
ALAMO COLLEGE-ST PHILLIPS COLLEGE	https://www.credentials-inc.com/tplus/?ALUMTRO003607
ALVIN COMMUNITY COLLEGE	https://www.alvincollege.edu/Students/Transcript-Requests
ANGELINA COLLEGE	
ANGELO STATE UNIVERSITY	https://www.angelo.edu/services/registrars_office/tranreq.php
BAYLOR UNIVERSITY	https://www.baylor.edu/registrar/index.php?id=94623
BLINN COLLEGE-BRYAN	
COLLIN COLLEGE-CENTRAL PARK CAMPUS	https://www.credentials-inc.com/tplus/?ALUMTRO023614
COLLIN COLLEGE-PRESTON RIDGE CAMPUS	https://www.credentials-inc.com/tplus/?ALUMTRO023614
COLLIN COLLEGE-SPRING CREEK CAMPUS	https://www.credentials-inc.com/tplus/?ALUMTRO023614
CONCORDIA UNIVERSITY	
DALLAS COUNTY COMMUNITY COLLEGE-BROOKHAVEN	
DALLAS COUNTY COMMUNITY COLLEGE-MOUNTAIN VIEW	https://www.dcccd.edu/services/onlineservices/transcripts/pages/electronic.aspx
DEL MAR COLLEGE	PARCHMENT
GRAYSON COLLEGE	https://grayson.edu/current-students/registrar-office/transcript-request.html
HOUSTON BAPTIST UNIVERSITY	PROVIDED BY SCHOOL
HOUSTON COMMUNITY COLLEGE (All Campus Locations)	https://www.credentials-inc.com/cgi-bin/dvcgitp.pgm?ALUMTRO010633

ALL Schools Below Offer Electronic Option**[Webpage to order transcript](#)**

HOWARD PAYNE UNIVERSITY	
LAMAR UNIVERSITY	https://www.credentials-inc.com/tplus/?ALUMTRO003581
LAREDO COMMUNITY COLLEGE	
LETOURNEAU UNIVERSITY	NATIONAL STUDENT CLEARINGHOUSE
LONESTAR COLLEGE-CY FAIR	
LONESTAR COLLEGE-KINGWOOD	https://tsorder.studentclearinghouse.org/school/welcome
LONESTAR COLLEGE-MONTGOMERY	
LONESTAR COLLEGE-NORTH HARRIS	
LONESTAR COLLEGE-TOMBALL	
LONESTAR COLLEGE-UNIVERSITY PARK	
OUR LADY OF THE LAKE UNIVERSITY	https://www.ollusa.edu/registrars-office/transcripts-duplicate-diplomas.html
PARKER UNIVERSITY	
PRAIRIE VIEW A & M UNIVERSITY	
SAM HOUSTON STATE UNIVERSITY	https://www.shsu.edu/dept/registrar/transcripts-and-student-records/transcripts.html
SOUTH PLAINS COLLEGE	
SOUTH TEXAS COLLEGE	
SOUTH TEXAS COLLEGE OF LAW	NATIONAL STUDENT CLEARINGHOUSE
SOUTHERN METHODIST UNIVERSITY	
SOUTHWESTERN UNIVERSITY	
ST MARYS UNIVERSITY	https://www.stmarytx.edu/academics/registrar/transcripts/
STEPHEN F. AUSTIN STATE UNIVERSITY	http://www.sfasu.edu/registrar/228.asp
TARLETON STATE UNIVERSITY	
TARRANT COUNTY COLLEGE NORTHEAST CAMPUS	https://www.tccd.edu/services/district-admissions-records-office/transcripts/
TARRANT COUNTY COLLEGE NORTHWEST CAMPUS	https://www.tccd.edu/services/district-admissions-records-office/transcripts/
TARRANT COUNTY COLLEGE SOUTH	https://www.tccd.edu/services/district-admissions-records-office/transcripts/
TARRANT COUNTY COLLEGE SOUTHEAST CAMPUS	https://www.tccd.edu/services/district-admissions-records-office/transcripts/
TARRANT COUNTY COLLEGE TRINITY RIVER	https://www.tccd.edu/services/district-admissions-records-office/transcripts/
TARRANT COUNTY COMMUNITY COLLEGE Distance Learning Campus	https://www.tccd.edu/services/district-admissions-records-office/transcripts/
TEXAS A&M INTERNATIONAL UNIVERSITY	https://tsorder.studentclearinghouse.org/school/ficecode/00965100

ALL Schools Below Offer Electronic Option**Webpage to order transcript**

TEXAS A&M UNIVERSITY CENTRAL TEXAS	https://www.tamuct.edu/registrar/transcripts.html
TEXAS A&M UNIVERSITY COLLEGE STATION	https://registrar.tamu.edu/Transcripts-Grades/Transcripts#1-TranscriptOrderingOptions
TEXAS A&M UNIVERSITY COMMERCE	
TEXAS A&M UNIVERSITY CORPUS CHRISTI	https://registrar.tamucc.edu/Transcripts/transcript_quick_guide.html
TEXAS A&M UNIVERSITY GALVESTON	
TEXAS A&M UNIVERSITY SAN ANTONIO	https://www.credentials-inc.com/tplus/?ALUMTRO042485
TEXAS CHRISTIAN UNIVERSITY	
TEXAS SOUTHERN UNIVERSITY	https://studentclearinghouse.org/mystudentcenter/transcripts/
TEXAS STATE TECHNICAL COLLEGE	https://tsorder.studentclearinghouse.org/school/select
TEXAS STATE UNIVERSITY	https://www.registrar.txstate.edu/our-services/transcriptsCR
TEXAS TECH UNIVERSITY	https://www.depts.ttu.edu/registrar/ordertranscript.php
TEXAS TECH UNIVERSITY HEALTH SCIENCE CENTER	
TEXAS WESLEYAN UNIVERSITY	
TEXAS WOMANS UNIVERSITY	https://twu.edu/registrar/transcript-requests/
THE KINGS UNIVERSITY	NATIONAL STUDENT CLEARINGHOUSE
THE UNIVERSITY OF TEXAS ARLINGTON	https://www.uta.edu/records/transcripts/ordering.php
THE UNIVERSITY OF TEXAS AUSTIN	
THE UNIVERSITY OF TEXAS DALLAS	
THE UNIVERSITY OF TEXAS EL PASO	https://www.credentials-inc.com/tplus/?ALUMTRO003661
THE UNIVERSITY OF TEXAS HSC AT SAN ANTONIO	
THE UNIVERSITY OF TEXAS PERMIAN BASIN	
THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY	https://www.credentials-inc.com/cgi-bin/DVCGITP.pgm
THE UNIVERSITY OF TEXAS SAN ANTONIO	https://onestop.utsa.edu/registrar/transcript-services/transcript-account-ordering-instructions/
TYLER JUNIOR COLLEGE	https://www.tjc.edu/info/20006/academics/26/transcripts
UNIVERSITY OF HOUSTON (MAIN)	http://www.uh.edu/about/offices/enrollment-services/registrar/transcripts/
UNIVERSITY OF HOUSTON DOWNTOWN	
UNIVERSITY OF HOUSTON VICTORIA	https://www.uhv.edu/student-records/grades-and-official-transcripts/
UNIVERSITY OF MARY-HARDIN BAYLOR	

ALL Schools Below Offer Electronic Option**Webpage to order transcript**

UNIVERSITY OF NORTH TEXAS	https://registrar.unt.edu/transcripts-and-records/unt-order-transcript-online
UNIVERSITY OF NORTH TEXAS HEALTH SCIENCE CENTER	https://www.unthsc.edu/students/registrar/transcripts/
UNIVERSITY OF THE INCARNATE WORD	
WAYLAND BAPTIST UNIVERSITY	
WEST TEXAS A & M UNIVERSITY	https://www.wtamu.edu/administration/registrar-transcripts.aspx