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Trinity Valley Transcript Request

Students may obtain an official transcript from Trinity Valley Community College by written request. This request must be mailed or faxed to the Office of the Registrar. Please note that transcripts are available only on the Athens campus. To assist the student in obtaining his or her official transcript we have provided a transcript request form. The form is available in two formats, Microsoft Word® and PDF. The Microsoft Word format requires that you own and have installed Microsoft Word. The portable document format (PDF) requires Adobe Reader®. Adobe Reader is available free of charge from Adobe. You may download the it here. Once you have downloaded the latest version of Adobe Reader you can access the correct form below. For additional information about which forms are required please see the information below.

Transcript Request Form	
PDF Format 	Word Format
Request for Transcript in pdf	Request for Transcript in Word Format

Instructions for obtaining your transcript:

1. Select the form above, if you do not have Word use PDF format.
2. Print the form.
3. Fill in the form. Please make sure that you complete all items in the form to ensure that we may fulfill your request. Make sure that you sign the request.
4. Bring the form in to the registrar's office in Athens or mail it to the following address:
Registrar's Office
Trinity Valley Community College
100 Cardinal Drive
Athens, TX 75751
5. If you desire you may fax the form to the registrar's office. Fax the completed form to 903-675-6209. Please allow 2 business days for processing of your request.

If you have any questions you should contact the registrar's office at 903-675-6217 or you can email your questions to registrar@tvcc.edu

You may scan and email this form to registrar@tvcc.edu.

Today's date _____

TRANSCRIPT REQUEST FORM

Last Name First M. I.

Social Security Number

Name/Names your records could be under

Birth Date

Current Address

Send transcript now

Hold for current semester grades

City State Zip

I authorize release of my transcript

Signature of Student (Required)

Last Semester Enrolled at TVCC (HCJC) Phone #

I will pick up transcript at the Athens campus

Please mail transcript to:

Name OR School Name

Address

City State Zip

Office Use Only

Date mailed: _____

Registrar's Office
Trinity Valley Community College
100 Cardinal Drive
Athens, TX 75751