



TEXAS SOUTHMOST
COLLEGE

Official Transcript

National Student Clearinghouse

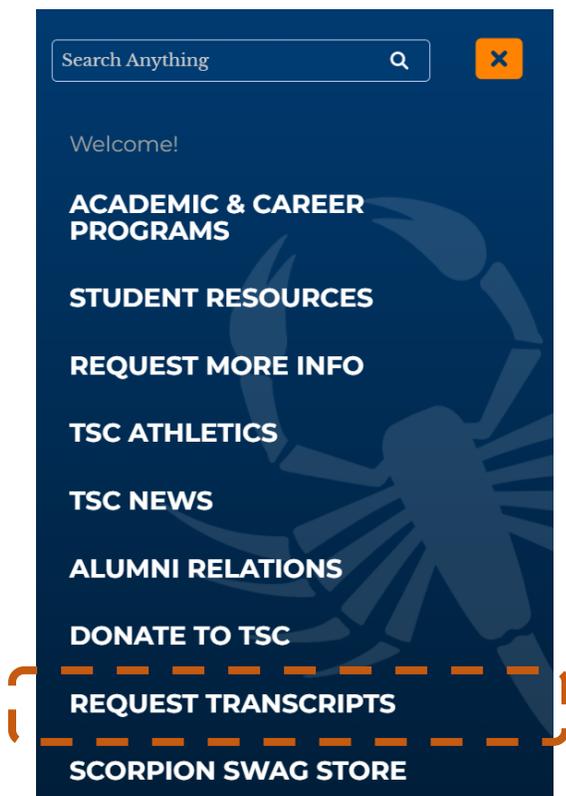
If you are looking to request a transcript, you have several options available. Please review the following outlets to determine the best method for your needs:

Requesting an Official TSC Transcript through the TSC Website

1. Visit [Texas Southmost College](#)
2. Select Menu



3. Click Request Transcripts



4. Clicking the “Request Transcripts” link will direct you to the NSCH page to submit a request.

Requesting an Official TSC Transcript through Self Service

1. Visit [TSC Self Service](#)

- Sign in
- Locate the side bar.

TEXAS SOUTHMOST COLLEGE

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

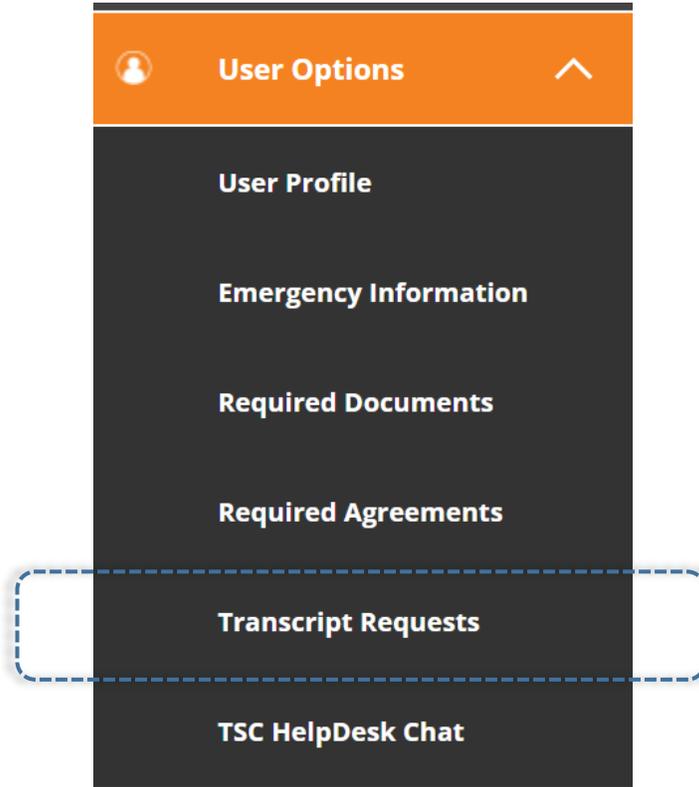
Notifications

Title	Details
Documents Required	There are 1 requests from your institution that require your action.

Financial Aid
Here you can access financial aid data, forms, etc.

2. Select User Options

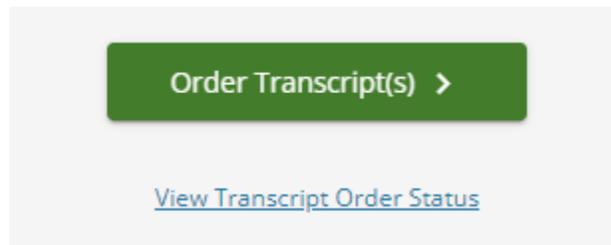
- Transcript Requests



3. Clicking the “Transcript Requests” link will direct you to the NSCH page to submit a request.

Requesting an Official TSC Transcript through NSCH

1. Visit [National Student Clearinghouse](#)
2. Click on Order Transcript(s)



3. The page will direct you to fill out the NSCH Transcript Request.

Personal Information

1. Fill in all required fields.

- (Ex: First Name, Last Name, DOB)

Transcript Ordering Center

National Student Clearinghouse
TEXAS SOUTHWEST COLLEGE

Help 0

1 Enter Personal Information 2 Select Transcript and Delivery Details 3 Confirm Order and Checkout

Personal Information

Personal Information All fields required, unless otherwise indicated

<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Middle Name (Optional)	Last Name
<input type="text"/>	Has your name changed since attending school?	<input type="button" value="YES"/> <input type="button" value="NO"/>
Date of Birth MM/DD/YYYY		

Student Identification Information

2. You will be required to enter your TSC Student ID *or* your Social Security Number.

- Please indicate your current enrollment status.

Student Identification Information One of the following is required

<input type="text"/> Student ID <small>Dashes are not allowed</small>	<input type="text"/> Confirm Student ID <small>Dashes are not allowed</small>
OR	
<input type="text"/> Social Security Number <small>XXX-XX-XXXX</small>	<input type="text"/> Confirm Social Security Number <small>XXX-XX-XXXX</small>

Are you currently enrolled at TEXAS SOUTHMOST COLLEGE?

Click **Continue**

Contact Information

3. The information provided will serve as a point of contact. If you have changed address since your last semester enrolled you may input your new residence. Please ensure that you are providing a working email address.

Personal Information Continued

Contact Information All fields required, unless otherwise indicated

Address 1
Street number and name or PO Box

Address 2
Building, campus box, floor, apt, suite (Optional)

City State/Territory/APO

Zip/Postal Code Country
United States

Email Confirm Email

Phone Number
(XXX) XXX-XXXX

To receive NSC Msg updates to this phone number, you must Opt-in by selecting 'YES' below. You may receive up to 5 transcript text status updates for each recipient order. Message and data rates may apply. If text messaging is requested, you will receive an Opt-In confirmation message. For help text HELP. To cease messages, text STOP. Texting STOP will stop all text messages to the Opted-In mobile phone number for all existing transcript orders. Do you agree to Opt-in?
[Terms of Use](#) | [Privacy Policy](#)

YES NO

Cancel Order Continue

Click **Continue**

4. If you were awarded a degree please indicate the *Type* and *Award Year*.

a. If this section does not apply to you, leave blank.

Enrollment and/or Degree Information

Degree / Certificate Titles and Award Years (Optional)

<input type="text"/> Degree / Certificate Title (Optional)	<input type="text"/> Award Year YYYY (Optional)
<input type="text"/> Degree / Certificate Title (Optional)	<input type="text"/> Award Year YYYY (Optional)
<input type="text"/> Degree / Certificate Title (Optional)	<input type="text"/> Award Year YYYY (Optional)
<input type="text"/> Degree / Certificate Title (Optional)	<input type="text"/> Award Year YYYY (Optional)

Click Continue

Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to? ▼

Cancel Order

Continue

Transcript and Delivery Details

5. Who will be receiving your Transcript?

- Select the type of recipient that your academic records will be sent to.
- If you wish to send your records to different recipients; additional recipients must be added before payment is done or separated requests can be submitted.

Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to? *

College or University

Education Organization, Application Service, Scholarship and Professional Licensing

Employer or Other

Myself

Transcript and Delivery Details

6. Please fill out both Processing Details and Delivery Information. Upload Attachment(s) is optional (EX: LSAC, DICAS).

- Students who are not currently enrolled will have their transcripts sent “AS IS”.
- Students who are actively enrolled will have the option to send their transcripts “After Degree Notation” or “After Posting of Grades”. One selection per request.
- Students have the ability to select any mode of delivery. (EX: Electronic, US Mail, International Mail, etc.)

Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed?
Current Transcript - Process As Is

NOTE: This option is for students and alumni who want their transcript processed and sent as it is today. It will reflect your grades through your last or latest term.

What type of transcript do you want?

Why are you ordering your transcript?

Delivery Information

How do you want your transcript sent?

Upload Attachment (optional)

Do you want to send additional documents with your transcript?

[Add File](#) ⓘ

[< Previous](#) [Cancel Order](#) [Continue](#)

Click **Continue**

Fee Summary

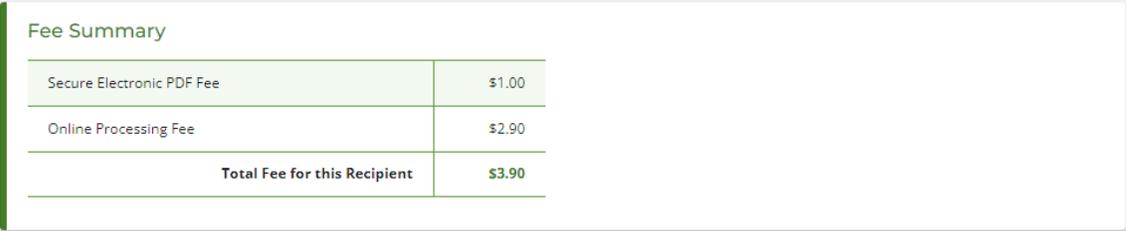
7. Prices will differ depending on the delivery type. See examples below.

- Electronic: \$1
- Certified/Mail United States: \$12
- International: \$5 + *Shipping and Handling Fee*

Please be advised that an online processing fee of \$2.90 will be placed on all requests.

A Shipping and Handling Fee will also be added if International or any Express Mail delivery is selected.

See example below.



Fee Summary	
Secure Electronic PDF Fee	\$1.00
Online Processing Fee	\$2.90
Total Fee for this Recipient	\$3.90

< Previous Cancel Order Continue >

Click **Continue**

Delivery Information

8. Verify that all information is correct, if you wish to change the delivery method click Previous and make the necessary changes.

The screenshot shows a three-step checkout process: 1. Enter Personal Information, 2. Select Transcript and Delivery Details (highlighted), and 3. Confirm Order and Checkout. Below this is the 'Send To Information' form, which includes a 'Send To Name' field, a 'Send To Email Address' field, and a 'Confirm Send To Email Address' field. At the bottom of the form are three buttons: '< Previous' (green), 'Cancel' (white), and 'Add to Cart >' (grey).

Click **Add to Cart**

Checkout

9. Review the Order Details and verify that the Recipient, Delivery Method, and that the amount of copies you wish to request are correct.
 - a. If you seek to make another request, click on Add Recipient. This will prompt you to select a Recipient and choose the Delivery mode.

Transcript Ordering Center

National Student Clearinghouse
TEXAS SOUTHWEST COLLEGE

Help 1

Enter Personal Information Select Transcript and Delivery Details **3** Confirm Order and Checkout

Checkout

Pending Order Details

[Add Recipient](#) +

[Edit](#) [Remove](#)

Recipient:
Email:

Total Fee for this Recipient:	\$3.90
Processing Option:	Current Transcript - Process As Is
Delivery Method:	Electronic ⓘ
Quantity:	1 copy
Secure Electronic PDF Fee:	\$1.00
Online Processing Fee:	\$2.90

Total Fee for Order: **\$3.90**

[Cancel Order](#) [Checkout >](#)

Click **Checkout**

Consent

10. Carefully read the information before signing. Orders that are not given consent within 30 days will be canceled.
 - a. Confirm Requestor and Transcript Recipient(s) shown.

The screenshot shows a three-step progress bar at the top. Step 1, 'Enter Personal Information', is marked with a pencil icon. Step 2, 'Select Transcript and Delivery Details', is also marked with a pencil icon. Step 3, 'Confirm Order and Checkout', is marked with a green circle containing the number 3. Below the progress bar, the word 'Consent' is displayed. The main content area is titled 'Sign Consent Form' with a note that all fields are required unless otherwise indicated. A paragraph explains that a signed consent form is required to release the transcript and that the order will be canceled if not received within 30 days. Below this, there are three fields: 'Requestor:', 'Order Number: 12944874', and 'Transcript Recipient(s)'. The 'Requestor:' field is currently empty.

Enter Personal Information Select Transcript and Delivery Details Confirm Order and Checkout

Consent

Sign Consent Form All fields required, unless otherwise indicated

A signed consent form is required to release your transcript. If we do not receive your consent form within 30 calendar days from the date you submit your request, your order will be canceled, and you will not be charged.

Requestor:
Order Number: 12944874
Transcript Recipient(s)

Consent

11. Sign the Electronic Consent Form.

Click **Accept Signature**

Electronic Consent Form

The fastest way to submit your consent form is electronically. Use your finger or mouse to draw your signature in the box. After you submit your signature, you may download a signed copy of the consent form for your records prior to providing payment in the next step.

Need Help Signing? ⓘ

Sign Here

Sign Here

Signature Date:

By submitting this signature, I, _____, certify that I am the above-named student and my electronic signature provided on this form is authentic and has the same validity and legally binding effect as signing this consent form by my hand in ink.

Clear SignatureAccept Signature

Printable Consent Form

You must **'Continue'** to the payment page after downloading the consent form to complete this order. If you do not continue to payment, your order will NOT be processed.

If you would prefer to provide a signed paper copy, you may [download a copy of the consent form](#) and either mail a copy to National Student Clearinghouse or provide a scanned copy in an e-mail attachment. Your order will be canceled if a consent form is not received within 30 days.

Cancel OrderContinue

Click **Continue**

Payment

12. Please fill out all Payment Details. Once finished, click **Submit Order**

Payment

Payment Details All fields required, unless otherwise indicated

Accepted Credit Cards:

Card Holder Name

Card Number

Expiration Date

CVV

Do you want to use your contact address as your billing address?

Address 1

Street number and name or PO Box

Address 2

Building, campus box, floor, apt, suite (Optional)

City

State/Territory/APO

Zip/Postal Code

Country

Selecting 'Submit Order' will transmit your payment information to [First Data Corp.](#), a third party payment processing provider. First Data will only share your name, address, or e-mail address with National Student Clearinghouse.

Total Fees for Order: \$3.90

Order Confirmation

13. Your Official Transcript Request has been successfully submitted. You will receive a confirmation email a few minutes after submission is made.
- Please allow 1-2 days for Transcript delivery.

Order Confirmation

Requestor Information

Order Number:	12944874	Credit Card:	
School:	TEXAS SOUTHMOST COLLEGE	Billing Address:	BROWNSVILLE, TEXAS 78526
Name:			
Order Date:	02/19/2024 05:58 PM ET		

Recipient Order Details

Recipient:		Total Fee for this Recipient:	\$3.90
Email:		Processing Option:	Current Transcript - Process As Is
		Delivery Method:	Electronic ⓘ
		Quantity:	1 copy
		Secure Electronic PDF Fee:	\$1.00
		Online Processing Fee:	\$2.90

Total Fee for Order: **\$3.90**

Your credit card will not be charged until transcript(s) are sent. The charge for this transaction will appear on your credit card statement as 'Transcript Order from College or University'. An order confirmation will be sent to @tsc.edu. Thank you for your order!

For security purposes, close your browser.

Additional Information

- Transcripts from Fall 1926 – Fall 1991 require 2-3 business days for production.
- Students awarded certificates and Associate Degrees under the UTB-TSC partnership may request an official TSC transcript.

Note: Some courses taken under the University of Texas at Brownsville will not reflect on the Texas Southmost College Transcript. To access these records, please contact UT Rio Grande Valley.