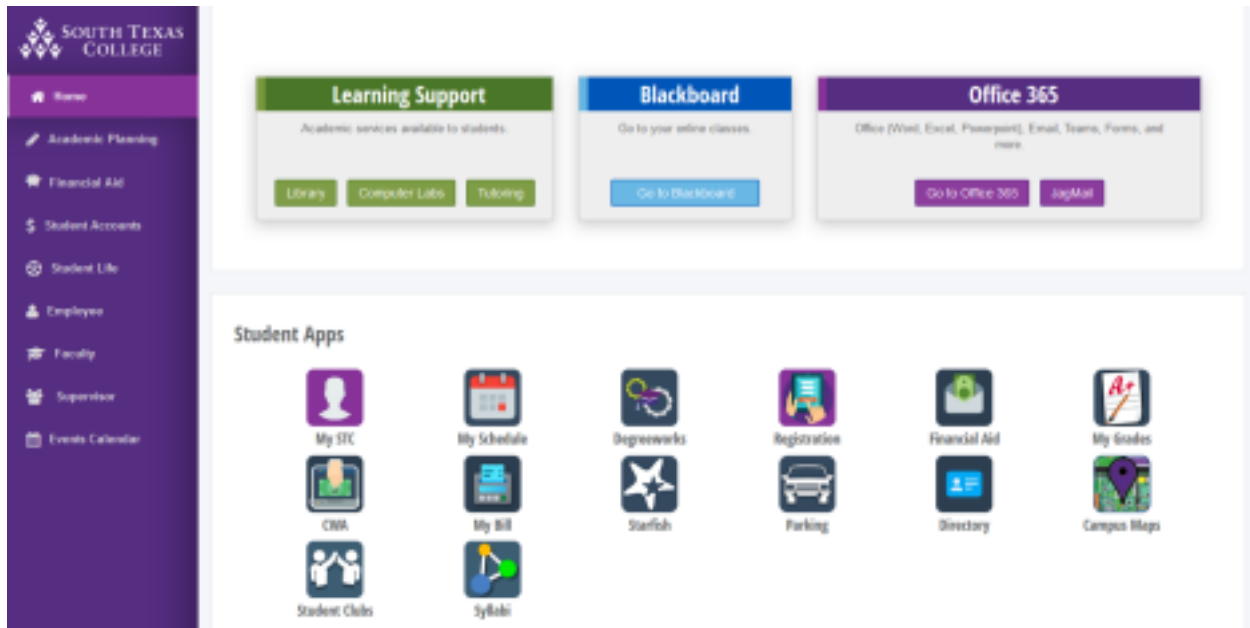
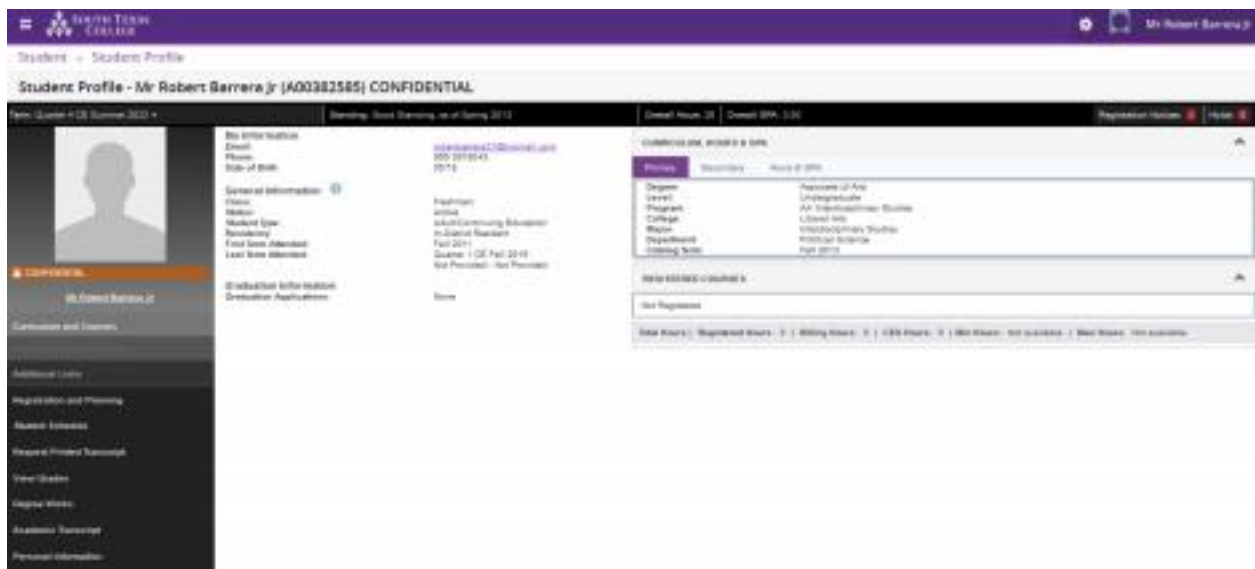


## How to request your STC transcripts to be sent to a College or University

1. Login to your STC Jagnet account. Scroll down to your student apps, select the following app: **"My STC"**. If you do not know your STC ID (A00....) or username, then call 956-872-8311



- 2. Select “Request Printed Transcript” under your Student Profile.**



3. You will submit one request for **EACH** school you wish to send your transcript. -**Box 1**: Enter school code of the College/University you wish to send transcript to. If you do not know the code, you can look it up by entering State, City, and Zip Code. **Box 2**: Leave as “None”. Unless you are requesting your transcript to be sent to your home address and not another school. **Box 3**: Issue to can be left blank

South Texas College

Student > Request Printed Transcript

Request Printed Transcript

Transcript Request Address

Select an address where your transcript should be delivered using the following address designations: an external college code, one of your personal addresses, or a family member or business.

External College Code

300000 [Look Up College Code](#)

One of your Addresses

None

Issue To

CONTINUE

4. Transcript type can be entered as “Official Academic” and select “Undergraduate” for Course Levels. (FYI: Schools such as TX A&M Kingsville, UT Austin, and UTRGV will require the transcript types to be sent as EDI under Transcript Type).

South Texas College

Student > Request Printed Transcript

Select Transcript Type

Transcript

Transcript Type \* Official Academic

Course Levels \* Undergraduate

College Information

1. Address

College Name

Street Line 1 University of Houston

Street Line 2

City Houston

Zip or Postal Code 77001

2. Phone Number

Area Code Number

International Access Number

Street Line 2 100 W University Drive

State or Province Texas

Nation

Extension

Back Continue

5. Select “Yes” when asked if Official Transcript. In-Progress cut-off term, is the last term you took classes here at STC. Request to be print “As soon as possible”. Select best option for delivery method. Either EDI or Standard depending on Transcript type.

The screenshot shows the 'Request Printed Transcript' form in the MySTC portal. The form is titled 'Request Printed Transcript' and is located under the 'Students' menu. The form contains the following fields and options:

- Transcript Options**
  - Number of Copies (Up to 50):** A text input field with the value '1'.
  - Official Transcript:** Radio buttons for 'Yes' (selected) and 'No'.
  - In progress cut-off term:** A dropdown menu with 'Spring 2019' selected.
  - Print Transcript:** A dropdown menu with 'As soon as possible' selected.
  - Delivery Method:** A dropdown menu with 'standard mailing - no charge' selected.

At the bottom of the form, there are two buttons: 'Back' and 'Continue'.

6. **Acknowledge and Submit.**