ORDERING A TRANSCRIPT ON JAGWIRE

1. Go to Texas A&M University-San Antonio home page:  www.tamusa.tamus.edu

2. Select JagWire

3. Log In

Current students will be able to access JagWire using the Windows Domain account, the same username and password used to log on to campus computers.

For log-on issues, contact the ITS Helpdesk at (210) 784-HELP (4357).
4. Select Classes and Registration

5. Select "Request Official Transcript"
6. Select "One of Your Addresses" (if the transcript will be sent to you)
   OR
   Enter information in the "Issue to:" area if you will be providing address information.

   **Transcript Request Address**

   Select an address where your transcript should be delivered using the following address designations:

   Normal processing time is 1 to 3 business days from receipt of the request (excluding delivery). Check with Javelina Enrollmen picking up transcript in person. You may experience delays during peak periods (i.e., registration, graduation, end of the semester) there are outstanding obligations to the University.

   Until further notice, students are restricted to 3 transcript per request, 1 request per day. For assistance call 361-593-2811.

   **SELECT ONLY ONE BELOW** - 'One of Your Addresses' or 'Issue to'

   You must enter a value in either Address or the Issue to field.

   **One of Your Addresses:** None
   **Issue to:**

   [Continue]

7. Select Graduate or Undergraduate transcript type

   **Select Transcript Type**

   Please select a transcript type. If necessary, you may update or alter the address information.

   * indicates required field

   **Transcript Type:** None
   **Issued To:** None
   **Street Line 1:**
   **Street Line 2:**
8. Verify or enter issue to information.

9. Select number of copies (maximum 3)
10. Select Official "Yes" or "No"
11. Select "In Progress Cut-off Term" (current term or none)
12. Select Print Transcript ("As soon as possible"; "Hold for grades"; "Hold for degree")
13. Select Delivery Method ("Standard Mail")
14. Verify information and if correct, "Submit Request". If not correct go to previous pages in your browser and change your information.

**Transcript Request Summary**

- Issued to: [Redacted]
- Street: [Redacted]
- City: San Antonio
- State or Province: Texas
- Zip or Postal Code: [Redacted]
- Phone Number: (210) [Redacted]
- Course Levels: All course levels
- Copies Ordered: 1
- Official Transcript: Yes
- Delivery Method: Standard Mailing
- Cost of Order: No charge
- Print Transcript: As soon as possible

[Submit Request]

*Please allow 3-5 business days to process your request. Transcripts will not be released if you have any outstanding obligations to the University.*