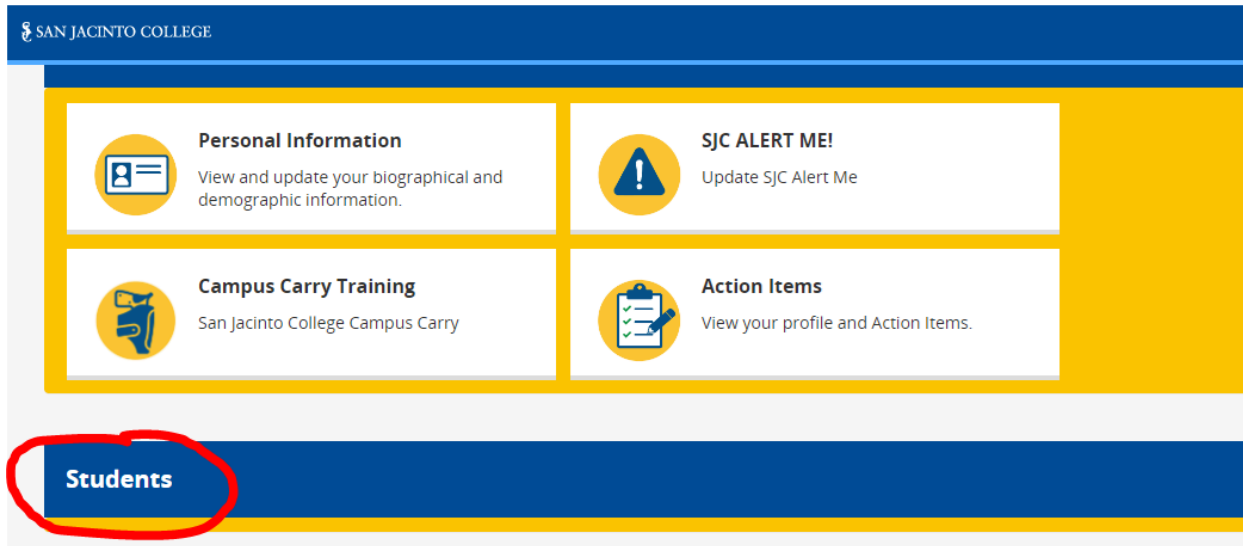
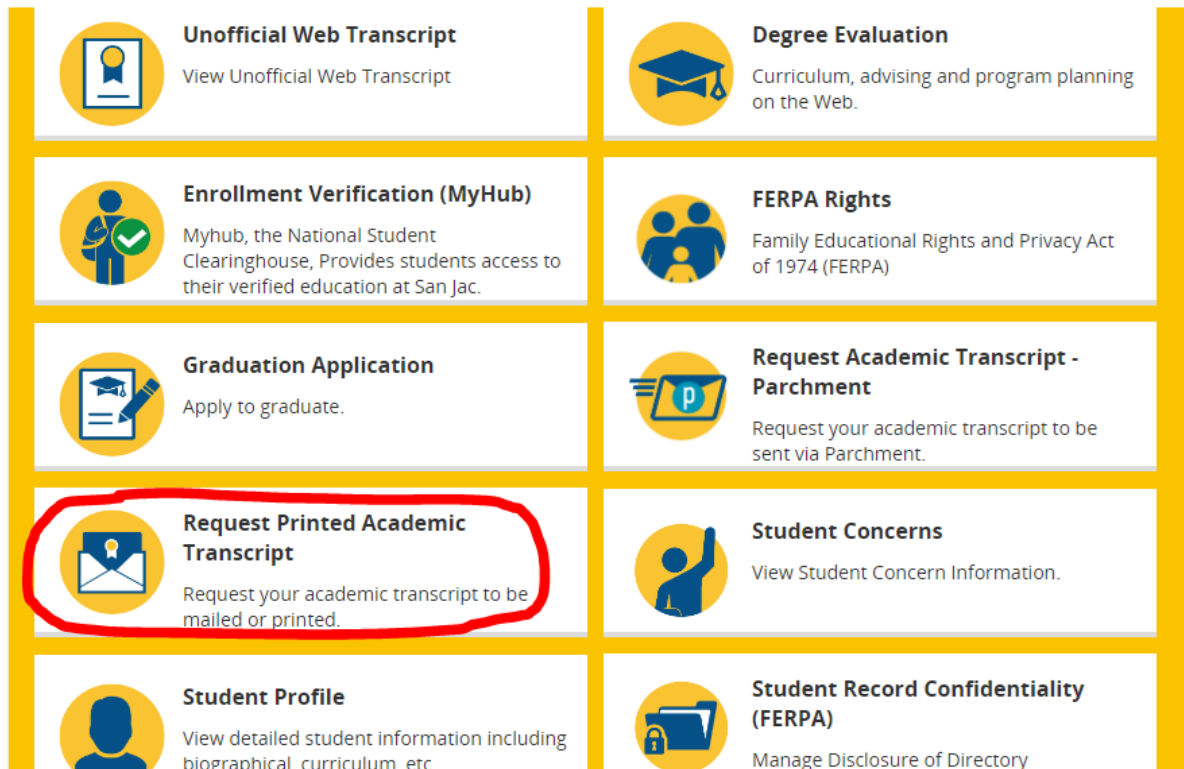


How to request a San Jacinto College Transcript Send

1. Log into your San Jac SOS account
2. Open the Students banner



3. Select Request Printed Academic Transcript



4. Select- Look up college code

 SAN JACINTO COLLEGE

Request Printed Transcript

4. San Jacinto College does NOT email or fax transcripts.

Do Not request transcripts to be sent to San Jacinto College.

NOTE: San Jacinto College is closed on weekends, some holidays and spring break. You may request transcripts to be processed as soon as possible upon our return. Please allow additional processing time if you make your request during these times.

Transcripts will not be printed by San Jacinto College when grading is open at the end of each term. This typically occurs during the last week of May and the second week of December. You may request transcripts, but they will not be sent until after grading is complete.

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

External College Code

OR [Look Up College Code](#)

One of your Addresses

Internal College

Issue To

5. Enter the State, City, and College Name and click- Copy Selected College Info

College Lookup Page



Select a State or Province

Texas

OR

Select a Country

United States of America

Select College City

Houston

Select College Name

Univ of Houston Clear Lake

Copy Selected College Information

6. Do not change anything on this page, just click Continue

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

External College Code
 OR [Look Up College Code](#)

One of your Addresses

Internal College

Issue To

[Continue](#)

[Request Printed Transcript](#)

7. Only select WEB Transcript and click Continue

[Request Printed Transcript](#)

Select Transcript Type

Transcript

Transcript Type *

College Information

1. Address

College Name

Street Line 1

Street Line 2

8. Only select the delivery method and click Continue

Request Printed Transcript

Official Transcript

☒ Yes ☐ No

You may choose None or any of the available terms. Your entire transcript will be sent.

In progress cut-off term

Spring Semester 2025-Credit

Print Transcript

As soon as possible

Send Electronically

☒ Yes ☐ No

Delivery Method *

Mailed/Electronic if Available - No Charge

Back

Continue

9. Click Continue

Request Printed Transcript

Request Printed Transcript

Transcript Request Summary

Issued To	Street	City	State or Province
Univ of Houston Clear Lake	Office of Admissions 2700 Bay Area Boulevard	Houston	Texas
Zip or Postal Code	Course Levels	Copies Ordered	Official Transcript
77058-1098	All course levels	1	Yes
Delivery Method	Cost of Order	Print Transcript	
Mailed/Electronic if Available	No charge	As soon as possible	

Back

Continue

10. You are finished! San Jac will send your transcript to the college.

 SAN JACINTO COLLEGE

[Request Printed Transcript](#)

Request Printed Transcript

Acknowledgement

Your request has been received. Select Request Printed Transcript to enter another request.

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