



OFFICE OF ADMISSIONS AND RECORDS

# Petition for Permanent Transcript Waiver

I am requesting a permanent waiver of the transcript requirement for special circumstances, including but not limited to, prior school closed, money owed to a previous institution, classes taken do not apply to the current degree plan, and/or ten years or more have passed since last attendance at previous school. I understand that I am subject to all standard admission and testing criteria generally applicable to persons seeking admission. I understand that **I am ineligible to receive financial aid**, if all of my official transcripts are not received. As a result of this status, **I understand that I am financially responsible for payment of my tuition and fees.**

By signing this waiver, I acknowledge that I am petitioning for a permanent transcript waiver of all transfer work taken at the colleges and/or universities listed below and if approved, **this decision cannot be changed to consider any courses from the institutions listed below.**

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Please provide a brief explanation of the reason for your request.

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P.O. Box 310 | 1500 Procter Street | Port Arthur, Texas 77641  
409-984-6173

