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## West Texas A&M University Paper Transcripts

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Paper transcripts ordered through Parchment are **Official**.

Delivery methods available:

- Pickup at the Office of the Registrar.
  - A photo ID must be presented at the time of pick up.
  - A student can allow someone else to pick up the document. The student must list this person's name and contact number on their order.
  - Transcripts must be picked up within 30 days.

Bldg: Old Main Room: 103  
Office of the Registrar  
West Texas A&M University  
2501 4th Ave  
Canyon, TX 79016

- Standard USPS mailing
- Rush order via FedEx
  - FedEx available for Domestic and International orders.
  - FedEx CANNOT deliver to PO Boxes. Please provide a Physical mailing address.
  - FedEx orders must be placed by 12:00PM on Business Days.
- Third-Party: Only available to other educational institutions, scholarship foundations, employers, military representatives, or government representatives.
  - Payment is the responsibility of the requesting organization.
  - Authorization of Information Release form with the student's personal signature is required to be submitted with the order.

**Processing time can take up to 7 Business Days.**