**Undergraduate Advising Center**

**TSIA Cross-Institutional Reporting Request**

Only for students who did NOT complete the TSI Assessment at Lamar University or proctored.

**Instructions:**

1. Complete this form and return it and a copy of your photo ID to the Undergraduate Advising Center (UAC).
   By fax: (409) 880-7810 or by email: tsi@lamar.edu. **If emailing, please send the documents via your Lamar email account.**

2. A TSI Analyst from the UAC will use the information provided to attempt to retrieve your Individual Score Report.
3. If your score report is accessible, then your TSI status will be updated. If your score report is NOT accessible, then you will be contacted via e-mail to discuss further options.
4. You can ascertain your appointment eligibility via Self-Service Banner:
   Student Tab > Student Records > View Holds
5. For TSI purposes, you are eligible for an appointment after one of the following is true about your TS hold:
   - There is not a TS hold displayed.
   - A TS hold is present, but the "Reason" field states "TSI Updated".
(Tip: MA, UA, D6, IA and TS (with "TSI Updated") holds will be processed during your advising session. All other holds must be removed prior to creating an advising appointment.)

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I, __________________________, Lamar ID: L____________________, request that an agent of Lamar University be authorized to access my original TSI Assessment Scores.

You must provide the all of the following information **completely and accurately** for possible data retrieval.

1. Institution Name: __________________________________________
   (Name of the college or university where you took the exam or the name of the institution that administered it.)

2. Student ID: __________________________________________
   (ID used at original institution to take the assessment.)

3. Last Name: __________________________

4. First Name: __________________________

5. Date of Birth: ___________       Date of Testing: ___________

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Student Signature: __________________________

Student E-mail Address: __________________________

Student Phone Number: __________________________

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Staff Only: Received:_________   Processed:_________

**Please allow up to 48 hours for retrieval and processing.**

Undergraduate Advising Center
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Carl Parker Building
(409) 880-8822