



TRANSCRIPT REQUEST FORM
MTSU REGISTRAR'S OFFICE

Transcripts are issued free of charge upon written request signed by the student. Transcripts will not be issued until all debts or obligations to the institution have been satisfied. Photo identification is required to pick up transcripts. An email will be sent to the e-mail address provided once the transcript request has been processed.

Please complete all information and FAX this form to (615) 898-5538, or MAIL to Middle Tennessee State University, Registrar's Office, SSAC 150, 1301 E. Main Street, Murfreesboro, TN 37132 or scan the signed form and attach it to an E-MAIL and send to records@mtsu.edu.

Any transcript that is handed, mailed, or faxed to a student will be stamped 'ISSUED TO STUDENT.'

STUDENT'S HANDWRITTEN SIGNATURE (REQUIRED): _____

In accordance with the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, as amended, the academic record is classified as confidential and may not be released to anyone other than the student without the student's written authorization and signature.

Student's Name (print clearly) _____

M#, if known _____

Date of Birth _____

Daytime phone number _____

Email address _____

TRANSCRIPT(S) TO BE SENT (please indicate how many to send) – MTSU DOES NOT EMAIL TRANSCRIPTS.

Mail Transcript

Fax Transcript to: _____

_____ Number to mail now

_____ Number to fax now**

_____ Number to mail after grading of current semester

_____ Number to fax after grading of current semester

_____ Number to mail after degree is posted

_____ Number to fax after degree is posted

_____ Number in individual, sealed envelope(s), if mailing more than one copy to one address

Mail my transcript to one or more of the following TBR/four year schools. Indicate undergraduate or graduate admissions. (**ETSU, TSU, TTU, UMemphis, UTC, UTK do NOT accept faxes)

Admissions Office

Table with 2 columns: School Name and Undergraduate/Graduate checkboxes. Schools include Austin Peay State University, East Tennessee State University, Tennessee State University, Tennessee Tech University, University of Memphis, and University of Tennessee.

Mail/fax my transcript to one or more of the following TBR two year schools (**Nashville State, Volunteer State, & Dyersburg do NOT accept faxes).

Table with 3 columns: School Name, Undergraduate/Graduate checkboxes, and School Name. Schools include Chattanooga State Tech CC, Cleveland State CC, Columbia State CC, Dyersburg State CC, Jackson State CC, Motlow State CC (Lynchburg and Smyrna), Nashville State CC, Northeast State CC, Pellissippi State Tech CC, Roane State CC, Southwest Tennessee CC, Walters State CC, and Volunteer State CC.

For other colleges, agencies, third parties, or self, ENTER complete mailing address or fax information. If faxing, include fax number and who and/or where the transcript is being sent (other schools may consider faxed copies to be unofficial). It is recommended if you choose fax, you also list a mailing address.

MAIL TO: _____ MAIL TO: _____

- Purpose(s):
_____ Advising
_____ Applying/Attending another school
_____ Job application/Employment requirement
_____ Personal records
_____ Other: _____

OFFICE USE ONLY
Date Processed: _____
Email Confirmation Sent: _____