

Middle Tennessee State University

Transcript Request Form

Please complete all information and FAX completed form to **(615) 898-5538** or mail to:

*Middle Tennessee State University
Records Office, 106 Cope Administration Building
1301 East Main Street
Murfreesboro, TN 37132*

There is no charge for transcripts. **Transcripts will not be issued until all debts or obligations owed to the institution have been satisfied.**

Last Name	First Name	Middle Name	Maiden Name
Current Street Address	City	State	Zip Code
Current Daytime Phone Number (+ area code)	Social Security Number	Number of Transcripts Requested:	Hold for Posting of Degree at End of Term: <input type="checkbox"/> yes <input type="checkbox"/> no
Hold for Posting of Grades for Current Term: <input type="checkbox"/> yes <input type="checkbox"/> no	Date	Special Instructions:	
Are you currently enrolled? <input type="checkbox"/> yes <input type="checkbox"/> no	If no, date last enrolled:		
Signature (required)			

Mail Transcript To (if different than above):

Name	Street Address
City	State, Zip Code

Fax Transcript To:

Name	Fax Number, including Area Code
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Please allow 3 working days during the semester and 5 working days at the beginning or end of the semester for processing transcript requests. If you need additional information, please call (615) 898-2163.