

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 address provided once the transcript request has been processed. Pick-up requests for four (4) or more copies can be picked up at Window #12, by Cope 106, the next day or mailed. Please complete all information and **FAX** this form to (615) 898-5538, or **MAIL** to Middle Tennessee State University, Records Office, 106 Cope Administration Bldg., 1301 East Main Street, Murfreesboro, TN 37132.

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

STUDENT'S 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#/SSN _____

Date of Birth _____

Daytime phone number _____

Email address _____

TRANSCRIPT(S) TO BE PICKED UP NOW

_____ Number of Copies

Do you want the copies in a sealed envelope? YES NO

YES

NO

TRANSCRIPT(S) TO BE SENT (please indicate how many to send)

Mail Transcript

Fax Transcript

_____ 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 sealed envelope(s)

Choose one or more of the following TBR/four year schools. Indicate undergraduate or graduate admissions.

Admissions Office

Austin Peay State University

_____ Undergraduate

_____ Graduate

East Tennessee State University

_____ Undergraduate

_____ Graduate

Tennessee State University

_____ Undergraduate

_____ Graduate

Tennessee Tech University

_____ Undergraduate

_____ Graduate

University of Memphis

_____ Undergraduate

_____ Graduate

University of Tennessee @ _____

_____ Undergraduate

_____ Graduate

Choose one or more of the following TBR two year schools.

_____ Chattanooga State Tech CC

_____ Jackson State CC

_____ Pellissippi State Tech CC

_____ Cleveland State CC

_____ Motlow State CC

_____ Roane State CC

_____ Columbia State CC

_____ Nashville State CC

_____ Southwest Tennessee CC

_____ Dyersburg State CC

_____ Northeast State CC

_____ Volunteer State CC

_____ Walters State CC

Provide complete address and fax information for other colleges, agencies, third parties, or self. If faxing, include fax number and who and/or where the transcript is being sent (other schools may consider faxed copies to be unofficial).

1. _____ 2. _____

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

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