

# Transcript Request Form

## Middle Tennessee State University

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.**

Due to the high volume of transcript request, email confirmation will be sent when a request is received and when the transcript is sent. **Therefore, please do not continue to resend or call the Records Office to check on the status of your request as this only further delays the processing of your request, and our goal is to process request accurately and as quickly as possible.** If you haven't received an email confirmation that your request has been received within 8-business hours, then you can resend or call.

Email : _____			
<i>To be used to receive a confirmation when the transcript request is received and another confirmation when the transcript has been sent.</i>			
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) 898-5502 or (615) 898-2163.