TRANSSCRIPT REQUEST FORM
PAPER REQUEST ONLY
www.mtsu.edu/transcripts

Current and former* students may order eTranscripts and paper transcripts online 24/7 using TranscriptsPlus, a service provided by Credentials Solutions. Orders made through TranscriptsPlus include order confirmation, processing confirmation, tracking, and delivery confirmation. Attachments may be provided to accompany the transcript and express shipping is available. Handling & delivery charges apply. Do not complete this form for TranscriptsPlus. Current and former students with access to PipelineMT: Log in > Registration & Student Records > Academic Records > Transcript - Order Official. No access to PipelineMT? Visit www.mtsu.edu/transcripts for direct link to TranscriptsPlus.

Hold for current end of semester grades or hold for current semester degree posting is available using TranscriptsPlus. Attaching documents is available using TranscriptsPlus.

*Students who last attended MTSU prior to 1990 may not have the option to use TranscriptsPlus. If a request is made and your records are not available you will receive email notification from records@mtsu.edu and official paper transcripts will be mailed from MTSU.

Official transcripts are issued free of charge in person at the MT One Stop or by emailing a completed form (one per address) to records@mtsu.edu. Transcripts will not be released until all debts or obligations to the institution have been satisfied. Photo identification is required to pick up transcripts. A maximum of five (5) copies may be picked up at the MT One Stop counter.

STUDENT’S SIGNATURE (REQUIRED) ____________________________ Date: ______________

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 Full Name (print clearly) ____________________________ Previous Last Name ______________

M#, if known ____________________________ Birth Year ________________ Daytime phone number ________________

Never provide SSN or other private personal information by email.

Email address ____________________________

Transcripts that are handed or mailed to a student will be stamped ‘ISSUED TO STUDENT’. MTSU does not fax transcripts.

| TRANSCRIPT(S) TO BE PICKED UP NOW IN PERSON at MT One Stop (Maximum 5) |
|-------------------------------------------------|-------------------|--|---|
| _______ Number of Copies | Do you want the copies in individually sealed envelopes? | YES | NO |

<table>
<thead>
<tr>
<th>TRANSCRIPT TO BE MAILED BY MTSU. You must provide a complete mailing address as recognized by the U.S. Post Office.</th>
</tr>
</thead>
</table>

***Only orders made through TranscriptsPlus include order, processing, tracking, and delivery confirmation emails.***

MTSU printed requests are normally completed within 5 business days. Add additional time for mailing.

MAIL TO: __________________________________________________________________ ATTENTION: ______________

STREET: __________________________________________________________________ CITY: ___________ STATE: _____ ZIP: ______

OR MAIL my transcript to the following Admissions Office(s) at the TN Community College/TN 4-Yr Public indicated below:

Indicate undergraduate or graduate admissions, if applicable.

Austin Peay State Univ     ___UG ___GR     __Chattanooga State CC     __Columbia State CC
East Tennessee State     ___UG ___GR     __Jackson State CC     __Roane State CC
Tennessee State Univ     ___UG ___GR     __Northeast State CC     __Walters State CC
Tennessee Tech Univ     ___UG ___GR     __Cleveland State CC     __Dyersburg State CC
Univ of Memphis     ___UG ___GR     __Motlow State CC, Lynchburg     __Nashville State CC
Univ of TN @     ___UG ___GR     __Motlow State CC, Smyrna     __Southwest Tennessee CC

Univ of TN @ ___________ ___UG ___GR     __Pellissippi State CC     __Volunteer State CC

Purpose: ___Job application/Employment ___Personal Record ___Applying/Attending another school ___Other: __________