

Ordering Transcripts Via Parchment


Go to this website to order from the Middle Tennessee State University store:

<https://www.parchment.com/u/registration/34525/institution>

You will be prompted to enter your email address for either the account you already created or a new account. If you already created an account, you'll be prompted to enter your password on the following page and can skip to the ordering section. If you have not created an account before, you'll be prompted to do so on the next page.


Please note that third party ordering is disabled, so only the **STUDENT** can order their own records. **You may not create an account or order a transcript for someone else.**

Learner Account




Middle Tennessee State University

120 Student Services Admissions Center, 1301 E. Main Street, Murfreesboro, TN, 37132-0001, US



Ordering your own credentials
or academic records

OR



Ordering on behalf of
someone else

A MESSAGE FROM MIDDLE TENNESSEE STATE UNIVERSITY

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

If you have any questions about Parchment, click on the "parchment" link in the top left hand corner and then click on "customer support."

START HERE - ENTER YOUR EMAIL ADDRESS

Continue

When creating a new account, you'll be prompted to enter your information and create a password for your account. Please note there are a number of required fields to enter.

ENTER YOUR PERSONAL INFORMATION



* First Name	Middle Name	* Last Name
* Month Of Birth ▼	* Day Of Birth ▼	* Year Of Birth ▼
* Highest Level Of Education ▼		

ENTER YOUR CONTACT INFORMATION

* Cell Phone

United States of America ▼

* Address 1		
Address 2		
* City	* State/Province ▼	* Postal Code

CHOOSE A PASSWORD


* Password	* Retype Password
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CREATE ACCOUNT & CONTINUE

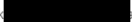
Once created, you will validate your email address.

Account Confirmation Cancel X


To create your account, we need to confirm a valid email address



We just sent you a confirmation email.

To gain access to your account, please check  and enter the provided registration code below.

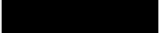
Once you validate your email address, you'll be prompted to enter enrollment information. Please note the Student ID Number field is **OPTIONAL**. If you do not know your Student ID, you do not need to enter it here. You can proceed with ordering from here if you choose.


 Middle Tennessee State University
would like you to provide the following information:

* Are you currently enrolled?

* Your first year of attendance

Your Student ID Number

* Please verify your name while attending
 
 Other name variation or maiden name


 Finish creating my Parchment account *without* placing an order right now.

* All items marked with a red asterisk are required.

When ordering, you will be given a choice to order a transcript from MTSU. Select "Order."

[CANCEL](#) ✕

The following credentials are available from **Middle Tennessee State University**. Start your order by selecting a credential listed below (you can add more later)



Transcript

An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.

[Order](#)

Here you can choose to send to a school already in the Parchment system, or select "I'm sending to myself or another individual" to send to a specific email address/person.

[← BACK](#) [CANCEL](#) ✕

Your order will be sent from **Middle Tennessee State University** to the individual and/or organization at the destination below.

Thank you for your order. Please note that if you select the option to "Hold for Grades" your transcript will not be released until after final grades are processed on Tuesday, August 15, 2023 for the summer semester.

If you select the option to "Hold for Degree," your transcript will not be released until Friday, August 18, 2023, when degrees officially post for the summer. If for any reason your degree posting is delayed, your transcript will still be released to the recipient on this date. We will not hold transcript requests for future terms, all orders being held for degrees will be released on this date.

[Show Less](#) ^

[Search](#)

OR

[I'm sending to myself or another individual](#) ?

You can opt to send the transcript by email or mail, the option will be at the top of the screen.

- If you are sending to a participating Parchment school, you can search by school name and it will send your transcript to the email address or postal address they have on file for that school.
- If you are sending directly to yourself, it will populate your email or postal address used to create the account. Please note that if you send a transcript to yourself that is for personal use and many schools will not accept a transcript that comes from the student.
- If you are sending to another person directly or a school not found on the search list, you'll be prompted to enter their name and email/postal address (see below).

◀ BACK Set Delivery Destination CANCEL ×

Your order will be sent from **Middle Tennessee State University** to the individual and/or organization at the destination below. Select a delivery method for your order



Electronic
Delivered By Email



Print & Mailed
Printed On Paper & Mailed

RECIPIENT INFORMATION

* School Name, Business, Person, or Your Name

* Recipient's Email


* Retype Email

Continue

On the following page you'll be able to select whether you want to send the transcript immediately or hold it for final grades or degree posting. At MTSU, we only hold for grades or degrees for the current semester. The ordering page where you select your destination will show the dates these transcripts will be released for each instance.


[← BACK](#) [CANCEL ×](#)


Item Details



Transcript

For: [REDACTED]

FROM
 Middle Tennessee State University
Murfreesboro, TN

TO
 Middle Tennessee State University

Delivery Method: Electronic

Credential Fee: \$3.75

Item Total: \$3.75

*** When do you want this sent?**

✓ Send Now ▼

Purpose

Admission ▼

*** To help Middle Tennessee State University process your order please provide your Student ID below:**

[I do not know or remember my Student ID](#)



If you do not know your Student ID, click on the words **“I do not know or remember my Student ID”** to be prompted to enter your Social Security Number instead.

*** If you do not know your Student ID please provide your full Social Security Number (SSN) below:**

[I do not know or have a SSN](#)

If you need to add an attachment to go with your transcript, this page will allow you to upload additional documents. You'll be asked to sign your consent and electronic signature. Note again that the student must be the one ordering and consenting to their records being sent.

Following consent, you'll be prompted to either make your payment or add additional items (you can make multiple orders at once if you choose). Once payment is confirmed, your order will be processed. You can track the progress of your order as well.

 Would you like to add an attachment file? (optional)  Add An Attachment

Please review the information below pertaining to the type of consent that is required to complete this order.

Sign here with mouse or finger Clear Signature

X _____

Type full name as signed above

* First Name	Middle Name	* Last Name
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* I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above.

If there are any issues retrieving your records or if there is a hold on your account, your order may be delayed. You'll be contacted if further information is required. If you do not respond to additional requirements within 30 days, your order will be canceled and refunded.

More information about ordering transcripts can be found at <https://mtsu.edu/grades-and-transcripts/transcript-request.php>. Transcripts can also be printed at our MT One Stop during their open business hours, a photo ID is required. Reach out to them at MTOneStop@mtsu.edu for any questions.