TRANSCRIPT REQUEST FORM
PAPER REQUEST ONLY
MT ONE STOP/REGISTRAR’S OFFICE
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 current access to PipelineMT? Visit www.mtsu.edu/transcripts.

*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 ___________________________ Date of Birth ___________________ Daytime phone number ___________________

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

TRANSCRIPT TO BE MAILED BY MTSU. You must provide a complete mailing address as recognized by the U.S. Post Office.

***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
East Tennessee State __UG __GR
Tennessee State Univ __UG __GR
Tennessee Tech Univ __UG __GR
Univ of Memphis __UG __GR
Univ of TN @ __UG __GR

__Chattanooga State CC
__Jackson State CC
__Northeast State CC
__Cleveland State CC
__Motlow State CC, Lynchburg
__Motlow State CC, Smyrna
__Pellissippi State CC

__Columbia State CC
__Roane State CC
__Walters State CC
__Dyersburg State CC
__Nashville State CC
__Southwest Tennessee CC
__Volunteer State CC

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