

**PROPER PHOTO ID REQUIRED FOR RELEASE OF COPIES**

MTSU Transcripts must be requested from the Records Office, SSAC Building or visit <http://www.mtsu.edu/grades-and-transcripts/transcript-request.php>.

I, Name: \_\_\_\_\_ MTSU ID #   M   \_\_\_\_\_

hereby request copies of the following materials from my graduate file at Middle Tennessee State University .

**Note: Only 1 copy of each item checked will be provided. COPIES ARE NOT MAILED TO PERSONAL ADDRESS. Student will pick up copies.**

- GRE Test Scores
- MAT Test Scores
- GMAT test Scores
- Letters of Recommendation *(Copies will not be released if you have waived your right of access)*
- Degree Plan Form
- Transcripts from previous universities and colleges *(MTSU transcripts should be requested through the registrar's office)*
  - \_\_\_\_\_
- Other: \_\_\_\_\_
  
- Mail test score to the university listed below (only if scores are over 5 years old):

\_\_\_\_\_  
Name of University

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

- Mail Transcripts to MTSU Teacher Licensure Box 93

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

*(All copies will be stamped "Copied from Student's File Middle Tennessee State University Graduate Studies Office" and may not be used as "official" documents).*

<b>OFFICE USE ONLY</b>
Process Date _____
Processed by _____