DIPLOMAS: Diplomas will be MAILED approximately 3 weeks after the commencement ceremony. All financial obligations to the university (tuition, parking tickets, telephone charges, etc.) must be paid before a diploma will be released. The University mails all diplomas with an international address by United States Postal Service (USPS) First Class International.

DIPLOMA ADDRESS: All diplomas will be mailed to the address that displays on the Prior College and Graduation Information link in RaiderNet. They only way to update your DIPLOMA MAILING ADDRESS is to email records@mtsu.edu no later than the Friday before commencement.

TRANSCRIPTS: Transcripts for verified graduates will be available the Friday morning following the commencement ceremony. Pending graduates may complete and submit a transcript request form: http://www.mtsu.edu/grades-and-transcripts/docs/tranreq.pdf and indicate “hold for degree”. After the degree has been awarded, the Records office will mail the transcript to the address listed or copies may be picked up from the MT One Stop.

MAILING DIPLOMA/TRANSCRIPTS INTERNATIONALLY:
If you are mailing your diploma internationally, it is highly encouraged to use eGlobalShipping so your diploma will arrive sooner and you can track it easily. If you do not use global shipping, it may take over 8 weeks for your diploma to arrive and it cannot be tracked. Please follow the steps below:

1. Go to https://study.eshipglobal.com
2. Log in or sign up for an account
3. Select Receive Documents from the University
4. Select MTSU
5. Select Registrar’s Office
6. Enter all shipping, payment, and carrier information

If you are selecting this option for your diploma, this must be completed no later than the Monday after the commencement ceremony. Once diplomas are ready to be mailed, we will mail your diploma which you will be able to track once it is picked up by the carrier.

MTSU Registrar's Office
Student Services and Admissions Center 150
records@mtsu.edu