TRANSCRIPT REQUEST FORM
MTSU REGISTRAR'S OFFICE

Transcripts are issued free of charge upon written request signed by the student. Transcripts will not be issued until all debts or obligations to the institution have been satisfied. Photo identification is required to pick up transcripts. An email will be sent to the e-mail address provided once the transcript request has been processed.

Please complete all information and FAX this form to (615) 898-5538, or MAIL to Middle Tennessee State University, Registrar’s Office, SSAC 150, 1301 E. Main Street, Murfreesboro, TN 37132 or scan the signed form and attach it to an E-MAIL and send to records@mtsu.edu.

Any transcript that is handed, mailed, or faxed to a student will be stamped ‘ISSUED TO STUDENT.’

STUDENT'S HANDWRITTEN SIGNATURE (REQUIRED):
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 Name (print clearly) ____________________________________________________________
M#, if known __________________________ Date of Birth ___________________________
Daytime phone number __________________________ Email address __________________________

TRANSCRIPT(S) TO BE SENT (please indicate how many to send) – MTSU does not email transcripts.

Mail Transcript
_____ Number to mail now
_____ Number to mail after grading of current semester
_____ Number to mail after degree is posted
_____ Number in individual, sealed envelope(s), if mailing more than one copy to one address

Fax Transcript to:
_____ Number to fax now**
_____ Number to fax after grading of current semester
_____ Number to fax after degree is posted

MTSU does not email transcripts.

Mail my transcript to one or more of the following TBR/four year schools. Indicate undergraduate or graduate admissions. (**ETSU, TSU, TTU, UMemphis, UTC, UTK do not accept faxes)

Admissions Office
Austin Peay State University ___ Undergraduate ___ Graduate
East Tennessee State University** ___ Undergraduate ___ Graduate
Tennessee State University** ___ Undergraduate ___ Graduate
Tennessee Tech University** ___ Undergraduate ___ Graduate
University of Memphis** ___ Undergraduate ___ Graduate
University of Tennessee **@ _____________________ ___ Undergraduate ___ Graduate

Mail/fax my transcript to one or more of the following TBR two year schools (**Nashville State & Dyersburg do not accept faxes).

_____ Chattanooga State Tech CC ___ Jackson State CC ___ Northeast State CC
_____ Cleveland State CC ___ Motlow State CC, Lynchburg ___ Pellissippi State Tech CC
_____ Columbia State CC ___ Motlow State CC, Smyrna ___ Roane State CC ___ Walters State CC
_____ Dyersburg State CC** ___ Nashville State CC** ___ Southwest Tennessee CC ___ Volunteer State CC

For other colleges, agencies, third parties, or self, ENTER complete mailing address or fax information. If faxing, include fax number and who and/or where the transcript is being sent (other schools may consider faxed copies to be unofficial). It is recommended if you choose fax, you also list a mailing address.

MAIL TO: ____________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

Purpose(s):
_____ Advising
_____ Applying/Attending another school
_____ Job application/Employment requirement
_____ Personal records
_____ Other:

OFFICE USE ONLY
Date Processed: ____________
Email Confirmation Sent: ____________

Middle Tennessee State University, in its educational programs and activities involving students and employees, does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran or genetic information.