TRANSCRIPT REQUESTS

www.mtsu.edu/transcripts

MIDDLE TENNESSEE STATE UNIVERSITY

There are several ways to request your academic transcript from MTSU. Please select the link below that best works for you.

1) Current and former students may order eTranscripts and paper transcripts <u>online 24/7</u> using Parchment. **This is the preferred method for ordering transcripts at MTSU.**
   - Orders made through Parchment include order, processing, and delivery confirmation, as well as tracking.
   - Attachments may be provided to accompany the transcript.
   - Express shipping is available. Handling & delivery charges apply.
   - Current and former students <u>with access</u> to PipelineMT may order through their account under the Registration and Student Records menu.
   - You can request for transcripts to be held for final grades and/or degree posting when ordering on Parchment only.

CLICK HERE **to be directed to the Parchment ordering site to order either an electronic or paper transcript.**

2) Official transcripts are issued free of charge in person at the **MT One Stop** (max of 5). Transcripts will not be released until all debts or obligations to the institution have been satisfied. <u>Photo identification is required</u> to pick up transcripts at MT One Stop. Their office is open Monday though Friday between 8:00 AM and 4:30 PM in the Student Services and Admissions Center, no appointment required.

3) Paper transcripts may be ordered free of charge (max of 5) by submitting a transcript request form (links below) and photo identification. Transcripts ordered through this method may only be sent via mail, and tracking is not available for deliveries. Orders to Alaska, Hawaii, or international addresses must be done using Parchment. Processing and delivery will be faster using Parchment.

CLICK HERE **if you are a current MTSU student or still have access to PipelineMT to order a paper transcript.**

CLICK HERE **if you are a former MTSU student. You will need to create an account first to submit your request if you have not previously created an account with us.**