

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 address provided once the transcript request has been processed. Pick-up requests for four (4) or more copies can be picked up at the MT One Stop, SSAC, the next day or mailed.

Please complete all information and **FAX** this form to (615) 898-5538/904-8313, **MAIL** to Middle Tennessee State University, Registrar's Office, 150 Student Services & Admissions Center, 1301 East Main Street, Murfreesboro, TN 37132, or **SCAN and E-MAIL** to records@mtsu.edu. Call (615) 898-2111 if you have questions.

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

STUDENT'S 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#/ID# _____ Date of Birth _____

Daytime phone number _____ Email address _____

TRANSCRIPT(S) TO BE SENT (please indicate how many to send)

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 (MTSU cannot email transcripts)

_____ Number to fax now
 _____ Number to fax after grading of current semester
 _____ Number to fax after degree is posted

Mail/fax my transcript to one or more of the following TBR/four year schools. Indicate undergraduate or graduate admissions. (ETSU, TSU, TTU, UT Chatt, UT Knoxville will 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 will not accept faxes)

_____ Chattanooga State Tech CC	_____ Jackson State CC	_____ Pellissippi State Tech CC	
_____ Cleveland State CC	_____ Motlow State CC	_____ Roane State CC	
_____ Columbia State CC	_____ Nashville State CC	_____ Southwest Tennessee CC	
_____ Dyersburg State CC	_____ Northeast State CC	_____ Volunteer State CC	_____ Walters State CC

For other colleges, agencies, third parties, or self, enter complete mailing address and/or fax information. If faxing, include fax number and who and/or where the transcript is being sent. MTSU cannot email transcripts.

1. _____ 2. _____

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

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