

TRANSCRIPT REQUEST FORM MTSU RECORDS 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 address provided once the transcript request has been processed. Pick-up requests for four (4) or more copies can be picked up at Window #12, by Cope 106, the next day or mailed.

Please complete all information and **FAX** this form to (615) 898-5538, or **MAIL** to Middle Tennessee State University, Registrar's Office, 106 Cope Administration Bldg., 1301 East Main Street, Murfreesboro, TN 37132. Call (615) 898-2600 if you have questions.

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

	(print clearly)			
M#/ID#		Date of Birth		
Daytime phone number				
TRANSCRIPT(S) TO	BE SENT (please i	ndicate how many to se	nd)	
Mail Transcript			Fax Transcript	
Number to mail now			Number to fax now	
Number to mail after grading of current semester			Number to fax after grading of current semester	
Number to mail after degree is posted			Number to fax after degree is posted	
Number in	individual, sealed	envelope(s), if mailing m	ore than one copy to one addres	S
Mail/fax my transo	cript to one or mo	re of the following TBR/f	four year schools. Indicate unde	rgraduate or graduate
admissions.				
		Admission		
Austin Peay State University			Undergraduate	
East Tennessee State University			Undergraduate	
Tennessee State University			Undergraduate	
Tennessee Tech University			Undergraduate	
University of Memphis			Undergraduate	
University of Tennessee @		Undergraduate		
Mail/fax my transo	cript to one or mo	re of the following TBR t	wo year schools (Nashville State	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 C		Northeast State CC	Volunteer State CC	Walters State CC

Middle Tennessee State University is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated **to handle inquiries regarding the nondiscrimination policies**: Executive Director of Institutional Equity and Compliance, Cope Administration Building 220, 1301 E. Main Street, Murfreesboro, TN 37132; (615) 898-2185. Additionally, the MTSU Title IX Coordinator designated **to monitor and oversee Title IX complaints** may be contacted at Sam Ingram Building, 2269 Middle Tennessee Blvd. Murfreesboro, TN 37132; (615) 898-5133; or at https://www.mtsu.edu/titleix/.