



Transcript Request Form

Please physically sign the form in the space provided below AND include a photocopy of your valid I.D. (Driver's License or Student I.D.)

Completed Transcript Request forms may be sent via:

Email (Registrar@tnitech.edu) Fax (931.372.6111) Mail (Office of the Registrar, PO Box 5026, Cookeville 38505)

Student Name: (Last) (First) (MI) T#: (if known)

Previous Last Name: Phone: Email:

Current Street Address: (Street Number & Street Name) (City) (State) (Zip)

Date of Birth: Are you currently enrolled at TTU?

If not currently enrolled, enter: First Term/Year Entered Last Term/Year Entered Degrees Earned (if applicable)

Check one of the following to indicate when you want this transcript processed:

Hold for current term grades Hold for Degree Posting Immediately

Check here if you will pick up the transcript in person (Jere Whitson 221)

Please send (quantity) copy(s) of my transcript to:

Form with fields for Name (Business/Institution), Name (Person), Street Line 1, Street Line 2, City/State/Zip, Fax Number (if faxing, not mailing)

Requests with incomplete addresses cannot be processed!!!

Transcripts are free of charge, however, if a financial obligation to the University exists, the transcript cannot be released until the balance is paid. Transcripts mailed, faxed, or handed to a student will be stamped, "Issued to Student." Please complete one form for each address to which you need your transcript sent. Please allow 2 business days during the semester and 10 business days at the beginning and end of each semester for processing.

Signature: Date: