

TTU Transcript Request Form

OFFICE USE ONLY: Date Processed: _____ Initials: _____ Micro Roll: _____ Micro Frame: _____

Transcripts are issued free of charge upon written request signed by the student.

Photo Identification is required to pick up transcripts. Transcripts handed, or mailed, or faxed to a student will be stamped "ISSUED TO STUDENT".

Please complete one request form for each address to which you want your transcript sent.

You may fax this form to **(931) 372-6111** or mail this form to:

Tennessee Tech University, Office of the Registrar, Box 5026, Cookeville, TN 38505

Student Information: (please print clearly)

<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>	<i>Previous Last Name(s)</i>	
<i>Current Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>	<i>Daytime Phone Number with area code</i>
<i>T# OR ID# at time of enrollment</i>	<i>Date of Birth</i>			
<i>Are you Currently Enrolled at TTU?</i> _____	<i>If not, enter:</i>	<i>First Term/Year Entered</i>	<i>Last Term/Year Enrolled</i>	<i>Degrees Earned (if applicable)</i>

STUDENT SIGNATURE (REQUIRED)

DATE: _____

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.

Please allow 2 working days during the semester and 10 working days at the beginning and end of each semester for transcript processing.

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 Derryberry Hall, Rm 128, Transcript Ordering Window:

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

Name (Person)

Name (Business or Institution)

Street Line 1

Street Line 2

City State Zip

Incomplete Addresses will NOT be processed!

Transcripts will not be issued if any financial obligation to the university exists or if you still have not supplied required documents for the Admission process.

Enter special transcript processing instructions here: