

## Transcript Request Form

Office of Records, Floyd Payne Campus Center,  
Room 305 Post Office Box 9609, Nashville, TN 37209  
Phone: (615) 963-5300 Fax: (615) 963-5108, Email: Records@tnstate.edu



**Any student who has a financial obligation to the University will NOT have a transcript released.**

**Requests CANNOT be accepted via the telephone.**

Five transcripts can be sent at no charge; any subsequent transcripts are \$1 each.

Typically, transcripts will be issued within 1-2 business days of the receipt of the request. However, during peak busy times, it may take 3-5 business days to send the transcript.

**TNumber:**

**Phone Number:**

**Email:**

**Name:**

**Previous Name:**

**Address:**

**City:**

**State:**

**Zip:**

**Last Term/Year Attended:**

**Date of Birth:**

**Transcript Request Information:** Please type the name and address of the person or institution where you would like your transcript sent.

**Send To:**

**Address Line One:**

**Address Line Two:**

**City, State, Zip, Nation:**

**Number of Copies:**

**To Be Sent:**

**Send Now**

**End of semester (after grades are posted):**

**After Degree is posted:**

**STUDENT'S SIGNATURE IS REQUIRED TO PROCESS THIS REQUEST!**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Office Use Only**

Received in Records by: \_\_\_\_\_ Date Received: \_\_\_\_\_

Processed in Records by: \_\_\_\_\_ Date Processed: \_\_\_\_\_

Comments: \_\_\_\_\_