

# 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 or SSN:  Phone Number:  Today's Date (MM/DD/YY):

Name:  Previous Name:

Address:  City:  State:  Zip:

Last Term Attended:  Date of Birth:  Email:

**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: