

East Tennessee State University

Undergraduate & Graduate Students Transcript Request Form

Note:

- **Transcripts will NOT be issued until all debts or obligations owed to the institution have been satisfied.**
- **Transcripts provided to students will be stamped "Issued to Student" and are considered unofficial.**

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

Requests for Overnight shipping service and PDF transcripts must be placed using the Parchment system at the following URL: <https://www.etsu.edu/reg/records/transcripts.php>

Send signed and completed form to:

RETURN to the Records Office (Burgin Dossett Hall Room 101)

MAIL to: *East Tennessee State University Office of the Registrar PO Box 70561 Johnson City, TN 37614*

FAX to: 423-439-6604

EMAIL to: records@etsu.edu

Last Name		First Name		Middle Name		Maiden Name	
Current Street Address				E# or ID # at time of enrollment		Date of Birth	
City / State			Zip		Current Phone Number		Current Email Address
<input type="checkbox"/> Hold for Current Term Grades. <input type="checkbox"/> Signed and Sealed Number of Transcripts Needed: _____	<input type="checkbox"/> Hold for current term awarded degree, <input type="checkbox"/> Signed and Sealed Verify Graduation Term: _____ Number of Transcripts Needed: _____	<input type="checkbox"/> Process Immediately. <input type="checkbox"/> Signed and Sealed Total Number of Transcripts Needed Immediately: _____	Term/Year First Entered ETSU		Did you graduate? (Circle one) Yes No		

Mail Official Transcript to the Following:

(Transcripts will go out within 2 business days.)

Provide **COMPLETE** address information

Mailing addresses for Higher Education Institutions in Tennessee are available at the Records Office front counter.

To:
Attn:
Street Address:
City, State, Zip:

Signature: _____

Date: _____

If you need additional information, please call the Records Office at (423) 439-4230

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