

OFFICE OF THE REGISTRAR RECORDS

EAST TENNESSEE STATE UNIVERSITY



Note: • 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 emailed** must be placed using the Parchment system at the following URL: <https://www.parchment.com>

Orders placed through Parchment will incur an additional charge.

Send signed and completed form to:

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

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

FAX: 423-439-6604

EMAIL: 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

PDF emailed transcripts can only be done by ordering through **Parchment**.

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

Signature: _____

Date: _____