

# OFFICE OF THE REGISTRAR RECORDS



EAST TENNESSEE STATE UNIVERSITY

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

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"/> Hold for current term awarded degree,	<input type="checkbox"/> Process <b>Immediately</b> .		Term/Year First Entered ETSU	Did you graduate? (Circle one) Yes                  No
<input type="checkbox"/> Signed and Sealed	<input type="checkbox"/> Signed and Sealed	<input type="checkbox"/> Signed and Sealed			
Number of Transcripts Needed: _____	Verify Graduation Term: _____ Number of Transcripts Needed: _____	Total Number of Transcripts Needed Immediately: _____			

**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: \_\_\_\_\_