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 handed, mailed, or faxed to students will be stamped “Issued to Student” and are considered unofficial.
- Overnight Service Requests for transcripts must be placed at www.etsu.edu/reg/records/transcripts.php

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

**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 registra@etsu.edu

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Maiden Name</th>
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<tr>
<th>Current Street Address</th>
<th>E# or ID # at time of enrollment</th>
<th>Date of Birth</th>
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<tr>
<th>City / State</th>
<th>Zip</th>
<th>Current Phone Number</th>
<th>Current Email Address</th>
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- □ Hold for Current Term Grades.
- □ Signed and Sealed

- Number of Transcripts Needed: _____________________

- □ Hold for current term awarded degree, immediately.
- □ Signed and Sealed

- Verify Graduation

- Term: ______________

- Total Number of Transcripts Needed Immediately: _____________________

- □ Process Immediately.
- □ Signed and Sealed

- Did you graduate? (Circle one)

- Yes
- No

- □ Request Same Day PICKUP

(Only available in person at the Records Office)

- I will pick up my transcript -OR-

- Name: ________________________________

- is authorized to pick up my transcript.

- Initials: ____________________________

- □ Request transcript to be MAILED

(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.

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<tr>
<th>To:</th>
<th>Attn:</th>
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- □ Request transcript to be FAXED

(Faxed transcripts are unofficial and will be faxed within 2 business days.)

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<th>To:</th>
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**OVERNIGHT SERVICE (We cannot provide overnight service to the Tri-Cities area.)**

Some options will require an additional convenience fee.

**Overnight Service must be received by 1pm to go overnight the same day.**

- Place Overnight Service requests at the following URL: www.etsu.edu/reg/records/transcripts.php

<table>
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<tr>
<th>Handwritten Signature:</th>
<th>Date:</th>
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If you need additional information, please call the Records Office at (423) 439-4230

rev 1/2018