## COLUMBIA STATE COMMUNITY COLLEGE - TRANSCRIPT REQUEST FORM

You may scan and email completed form to processing@columbiastate.edu

Enrollment Services 931-540-2581 FAX: 931-560-4125 1665 HAMPSHIRE PIKE, COLUMBIA, TN 38401

## BEFORE COMPLETING THIS FORM PLEASE READ THE FOLLOWING INFORMATION:

\* There is no charge for transcripts \*

\* Transcripts will NOT be faxed \*

\* Please complete ALL items. Incomplete forms will experience a delay in processing \*

\*Once request is received it may take 3-5 work days to process/put the transcript into outgoing mail \*

\*This form will NOT be processed if the student has an administrative hold or financial obligation to the college \*

\* Depending on the US Post Office, it can take up to 10 working days before your transcript arrives with the receiving party \*

		student copy) transcript, you may p FICIAL transcript, check here	orint it by using your "Self Service" ac -·	count. If	you are unable	
2. 🗆	I need an <b>OFFICIAL trans</b>	cript (Official transcripts are sent dire	ectly to the receiving party).			
3. S	s. Student's name (please print clearly):					
4. S	. Student's Date of Birth:					
5. S	. Student's ID Number:					
6. D	. Daytime phone number: area code ()					
<ul> <li>7. Please mark any that apply:</li> <li>□ I am currently enrolled, do not send my transcript until after my current semester grades are posted.</li> <li>□ I am currently enrolled, do not send my transcript until after my degree is posted.</li> </ul>						
☐ Send my transcript now.						
Q Q	tudent's signature					
8. Student's signature UNSIGNED REQUESTS WILL NOT BE PROCESSED!!  DATE						
9. P	lease mail my transcript to t	he following UT or Tennessee State	Colleges/Universities (mark only those	e that app	oly):	
A	ustin Peay State Univ.	Middle Tennessee State Univ	Southwest Tennessee CC	Univ	of Tennessee, Martin	
C	hattanooga State Tech CC	Motlow State CC	Tennessee State Univ	Volu	nteer State CC	
C	leveland State CC	Nashville State CC	Tennessee Tech Univ	Walt	ers State CC	
D	yersburg State CC	Northeast State Tech CC	Univ of Memphis			
E	ast Tennessee State Univ	Pellissippi State CC	Univ of Tennessee, Chattanooga			
J	ackson State CC	Roane State CC	Univ of Tennessee, Knoxville			
10.	For other colleges, agencies	s, third parties, or self, please mail my	y transcript to:			
	Name of college, agency, third party, or student  Address 1 (please provide complete address)					
					OFFICE USE ONLY	
					☐ request completed	
	Address 2 (please provide complete address)				☐request NOT completed/hold flag	
	City	State	Zip Code		form D-45 rev 08/16	