

COLUMBIA STATE COMMUNITY COLLEGE - TRANSCRIPT REQUEST FORM
Email completed form to records@columbiastate.edu

OR FAX: 931-560-4125, OR Turn in to any Campus, OR Mail: Enrollment Services, 1665 HAMPSHIRE PIKE, COLUMBIA, TN 38401

BEFORE COMPLETING THIS FORM PLEASE READ THE FOLLOWING INFORMATION:

* There is no charge for transcripts *

* Transcripts can 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 *

1. If you need an **UNOFFICIAL (student copy) transcript**, you may print it by using your "Self Service" account. If you are unable to print it and need an **UNOFFICIAL** transcript, check here _____.

2. I need an **OFFICIAL transcript** (Official transcripts are sent directly to the receiving party).

3. Student's name (please print clearly): _____

4. Student's Date of Birth: _____

5. Student's ID Number: _____

6. Daytime phone number: *area code* (_____) _____

7. Please mark any that apply:

I am currently enrolled, do not send my transcript until after my current semester grades are posted.

I am currently enrolled, do not send my transcript until after my degree is posted.

Send my transcript now.

8. Student's signature _____
UNSIGNED REQUESTS WILL NOT BE PROCESSED!! **DATE** _____

9. Please mail my transcript to the following Tennessee State Colleges/Universities (mark only those that apply):

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Austin Peay State Univ. | <input type="checkbox"/> Middle Tennessee State Univ | <input type="checkbox"/> Southwest Tennessee CC | <input type="checkbox"/> Univ of Tennessee, Martin |
| <input type="checkbox"/> Chattanooga State Tech CC | <input type="checkbox"/> Motlow State CC | <input type="checkbox"/> Tennessee State Univ | <input type="checkbox"/> Volunteer State CC |
| <input type="checkbox"/> Cleveland State CC | <input type="checkbox"/> Nashville State CC | <input type="checkbox"/> Tennessee Tech Univ | <input type="checkbox"/> Walters State CC |
| <input type="checkbox"/> Dyersburg State CC | <input type="checkbox"/> Northeast State Tech CC | <input type="checkbox"/> Univ of Memphis | |
| <input type="checkbox"/> East Tennessee State Univ | <input type="checkbox"/> Pellissippi State CC | <input type="checkbox"/> Univ of Tennessee, Chattanooga | |
| <input type="checkbox"/> Jackson State CC | <input type="checkbox"/> Roane State CC | <input type="checkbox"/> Univ of Tennessee, Knoxville | |

10. For other colleges, agencies, third parties, or self, please mail my transcript to:

Name of college, agency, third party, or student

Address 1 (please provide complete address)

Address 2 (please provide complete address)

City State Zip Code

OFFICE USE ONLY

request completed

request NOT completed/hold flag

form D-45 rev 01/20

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