

# COLUMBIA STATE COMMUNITY COLLEGE - TRANSCRIPT REQUEST FORM

Records Office: 931-540-2581

FAX: 931-540-2830

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 received by the Records Office, there is a three working day turn around on ALL requests (including faxed requests) \*

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

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 Social Security 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 send my transcript to the following Tennessee State Colleges/Universities (mark only those that apply):

**ALL REQUESTS TO BE SENT TO A TENNESSEE STATE COLLEGE/UNIVERSITY WILL BE PROCESSED BY EDI (Electronic Data Interchange). TRANSCRIPTS WILL NOT BE MAILED OR FAXED TO THESE INSTITUTIONS.**

\_\_\_ Austin Peay State Univ.

\_\_\_ Middle Tennessee State Univ

\_\_\_ Southwest Tennessee CC (*mail only*)

\_\_\_ Chattanooga State Tech CC

\_\_\_ Motlow State CC

\_\_\_ Tennessee State Univ

\_\_\_ Cleveland State CC

\_\_\_ Nashville State CC

\_\_\_ Tennessee Tech Univ

\_\_\_ Dyersburg State CC

\_\_\_ Northeast State Tech CC

\_\_\_ Univ of Memphis

\_\_\_ East Tennessee State Univ

\_\_\_ Pellissippi State CC

\_\_\_ Volunteer State CC

\_\_\_ Jackson State CC

\_\_\_ Roane State CC

\_\_\_ Walters State CC

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 1/08