

TRANSCRIPT REQUEST
The University of Tennessee at Chattanooga
The Records Office, Dept. 5155
615 McCallie Avenue
Chattanooga, TN 37403
Fax: 423-425-2172

Section I – Personal Information (Print information clearly)

Your Name: _____
Last First Middle Suffix

ALL Other Names (if any): _____ Telephone #: _____

UTC ID # or SS#: _____ Date of Birth: _____

Student's Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Country (if outside USA): _____

Signature (required to release transcript): _____ **Date** _____

Section II – Instructions

- Transcripts picked up by the student or designee will be stamped "Issued to Student."
- Transcript requests may be submitted by postal mail or fax.
- There is no charge to fax, mail, or pick-up a transcript.
- UTC Financial Aid will not accept transcripts sent directly from the Records Office for Financial Aid Satisfactory Academic Progress or scholarship appeal purposes. Transcripts must be submitted with the appeal to Financial Aid by the student.

STATE LAW PROHIBITS THE RELEASE OF TRANSCRIPTS IF A STUDENT HAS A MONETARY HOLD TO THE UNIVERSITY

- Over-the-counter official transcript: Number of copies _____
- Over-the-counter unofficial transcript: Number of copies _____
- Mail **official** transcript
_____ Immediately _____ End of Semester
- Mail **unofficial** transcript
_____ Immediately _____ End of Semester
- FAX* unofficial transcript to number listed below. Please be advised that faxed transcripts ARE NOT official transcripts.

Overnight express. Your credit card information will be provided to the carrier and you will be charged by the carrier for overnight express charges. **Payment must be included with all overnight requests.** (Overnight mail cannot be sent to a P.O. Box).
Overnight requests must be received by 3 pm.

Card type: VISA MC Card Number _____ Expiration Date _____

Section III – Mailing/FAX Information

Mail Transcript to:	Mail Transcript to:
Number of Transcripts to be sent to this recipient:	Number of Transcripts to be sent to this recipient:

FAX transcripts to:	FAX transcript to:
Attn:	Attn: