

UTC TRANSCRIPT REQUEST

The University of Tennessee at Chattanooga
Records Office, Dept. 5155
615 McCallie Avenue, Chattanooga, TN 37403
Fax: 423-425-2172 Email: Records@utc.edu

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 – Important Notes and Request Information

- Transcripts picked up by the student or designee will be stamped "Issued to Student."
- Transcript requests may be submitted by postal mail, fax, or scanned to email.
- There is no charge to fax, mail, or pick-up a transcript.
- For "Immediate" requests, please allow a minimum of 3 business days for processing.
- At the beginning and end of each term, transcript processing may take up to 2 weeks.

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

- Pick up official transcript: Number of copies _____
- Pick up 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 – **request must be received by 12:00 noon.** 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).

Card type: VISA MC Card Number _____ Expiration Date _____

Section III – Mailing/FAX Information – Please provide complete addresses and fax numbers.

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 Unofficial Transcript to:	Fax Unofficial Transcript to:
Number of Transcripts to be faxed to this recipient:	Number of Transcripts to be faxed to this recipient:

FOR STAFF USE: Transcript Sent or Released on: _____ By: _____

03/11/11