

How to request a Transcript

Step 1:

Visit: <https://www.utc.edu/records/transcriptordering.php>

UTC / The Records Office / Transcript Ordering

The Records Office

- Academic Majors & Minors
- Calendars and Schedules
- Course Catalogs
- Enrollment & Degree Verification
- Faculty & Staff Information
- FERPA
- Forms
- Graduation
- Prior Learning Assessment
- Registration Information
- Transfer Information
- Withdrawal Process
-  Records Staff
- Transfer Equivalence Self Service

Order your Transcript



Transcript requests are now processed through the National Student Clearinghouse.

[Order your Transcript →](#)

Step 2: select **Order your Transcript**

Step 3: Read the following information and select **Order Transcripts**

Transcript Ordering Center  [Help](#)

School Notifications

Current students and alumni/former students can now order an official transcript online! This service is available 24 hours a day/7 days a week. Paper transcript request forms are no longer processed through the UTC Records Office.

- The transcript ordering fee is \$2.50 per recipient based on delivery option.
- The electronic PDF ordering fee is an additional \$1.00 per recipient/order.
- The standard processing time is 3-5 business days upon receipt of the transcript order. They are processed in the order they are received.
- During the transcript ordering process, you may upload up to 2 documents to send with your transcript. They must be uploaded in one of the following document types: .jpeg, .pdf, or .doc. Personal documents (resumes, tax documents, etc.) will not be sent with your transcript.

Please note:

- No transcripts are processed, available for pickup, or mailed on days the University is closed.
- If you have a monetary hold, your transcript cannot be released. You'll be notified of any such holds during the transcript ordering process.
- If you attended University of Tennessee at Chattanooga prior to 1979, you won't be able to email your transcript. You can only request mail or hold for pickup.

For further information regarding transcript requests, please refer to our website: <http://www.utc.edu/records/transcriptordering.php>

Clearinghouse Notifications

Payment will be accepted, if a cost is involved, with any major credit or debit card. Your credit or debit card is not charged until your school sends your transcript(s). However, if you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment. If you have questions on the pre-authorization, please contact your bank.

[ORDER TRANSCRIPT\(S\) >](#)

[View Transcript Order Status](#)

Step 4: Enter your personal information, click **Continue**

1 Enter Personal Information
2 Select Transcript and Delivery Details
3 Confirm Order and Checkout

Enter Personal Information

Contact Information All fields required, unless otherwise indicated

Address 1
Street number and name or PO Box

Address 2
Building, campus box, floor, apt, suite (Optional)

City State/Territory/APO

Zip/Postal Code Country

Email Confirm Email

Phone Number
(XXX) XXX-XXXX

To receive NSC Msg updates to this phone number, you must Opt-in by selecting 'YES' below. You may receive up to 5 transcript text status updates for each recipient order. Message and data rates may apply. If text messaging is requested, you will receive an Opt-in confirmation message. For help text HELP. To cease messages, text STOP. Texting STOP will stop all text messages to the Opted-In mobile phone number for all existing transcript orders. Do you agree to Opt-in? [Terms of Use and Privacy Policy](#)

Allow the school to use this information to update their records?

Step 5: Select your transcript and delivery details

Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

College or University

Education Organization, Application Service and Scholarships

Employer or Other

Myself

Select **Continue** and fill out the following information as it applies to you and select **Continue**

1 Enter Personal Information
2 Select Transcript and Delivery Details
3 Confirm Order and Checkout

Select Transcript and Delivery Details

Recipient: SEAN PORTER ONEAL

Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed? ▼

Delivery Information

How do you want your transcript sent? ▼

Upload Attachment (optional)

Do you want to send additional documents with your transcript?

ADD FILE +
i

< PREVIOUS
CANCEL ORDER
CONTINUE

Step 6: Proceed to the Checkout Menu

1 Enter Personal Information
2 Select Transcript and Delivery Details
3 Confirm Order and Checkout

Checkout

Pending Order Details

ADD RECIPIENT +

✎ Edit 🗑 Remove

Recipient:

Total Fee for this Recipient: \$2.50

Processing Option: Current Transcript - Process As Is

Delivery Method: Hold for Pickup i

Quantity: 1 copy

Online Processing Fee: \$2.50

Total Fee for Order: **\$2.50**

CANCEL ORDER
CHECKOUT >