

How-To Order a Transcript

1. Go to the records website: <https://www.utc.edu/records/>
2. Click on "transcript ordering" on the right side of the page.



UTC / The Records Office

THE RECORDS OFFICE NOW OFFERS TRANSCRIPT ORDERING ONLINE!

Follow the "Transcript Ordering" link under Quicklinks for more information.

Quicklinks

- Transcript Ordering
- Spring 2018 Calendar
- Program/Minor/Catalog Year Change Request

Helpful Resources

- Mocs One Center
- Admissions
- Bursar Refund & Charge Schedule
- Tuition Estimator
- Financial Aid
- Parking Services
- Student Health Services
- Center for Advisement
- New Student and Family Programs
- Scholarships

3. Click "here" in the middle of the page where it says, "you can click here to order."

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

The Records Office

- Academic Majors & Minors
- Calculating Your GPA
- Calendars and Schedules
- Center for Military and Veteran's Affairs
- Course Catalogs
- ClearPaths for Advising
- Enrollment & Degree Verification
- Faculty & Staff Information and Training
- Forms
- General Education
- Graduation
- Money Matters
- Other Academic Information
- Prior Learning Assessment
- Registration Information
- Withdrawal Process
- Student Rights & Responsibilities
- Test Equivalencies
- Transfer Information

THE RECORDS OFFICE NOW OFFERS TRANSCRIPT ORDERING ONLINE!

Transcript requests are now processed through the National Student Clearinghouse. You can click [here](#) to order.

Please read the following information carefully about updates to the new transcript ordering and delivery process.

- The transcript ordering fee is \$2.25 per recipient based on delivery option when you request your transcript through this online electronic service.
- If you choose to send an electronic transcript (PDF format), you will be charged an additional \$1.00 per transcript ordered.
- Transcript requests are processed in the order they are received. Normal processing time is 3-5 business days after the order is received.
- No transcripts are processed, available for pickup, or mailed on days the University is closed. This includes holiday closings as well as inclement weather closings. Please consult the University website for updates and announcements regarding closings.
- If you have a monetary hold, your transcript cannot be released. You will be notified during the transcript request process of any active holds you may have and how you can clear those holds. You can complete your order with the active hold but you must clear the hold within 30 days or your order will be cancelled.
- During the transcript request process, you may upload two pages of necessary documents that must be attached to your transcript. These documents must be uploaded in one of the following document types: .jpg, .pdf, or .doc. Personal documents such as resumes, diploma copies, tax documents, etc. will not be included with your transcript.
- If you attended UTC prior to 1979, your academic records are on Permanent Record Cards (PRC) and cannot be sent electronically. You can only request to mail your transcript or hold for pickup.

Delivery options:

- Electronic PDF: A PDF format of your official transcript will be emailed to the address you designate in your request. Any attached documents are reviewed by the Records Office before being processed.
- Hold for Pickup: Within an hour of receiving the transcript request in our office, the transcript will be available for pickup. Our office is located in the University Center, office 125. We are open Monday-Friday 8 am-5 pm. You must bring a photo ID with you to pick up your transcript. All "Hold for Pickup" requests will be stamped "Issued to Student".

4. Read through the details and click "start" at the bottom of the page.

https://secure.studentclearinghouse.org/tsorder/faces/TranscriptOrder?_afLoop=3161727404_30861&_afWindowMode=0&_adf.ctrl-state=ue0aacdd_31#firstload

Welcome to Transcript Ordering

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 \$2.25 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>

You can pay for your transcript order, 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 updates will be sent to you via email and, if you choose, text messages. You can also track your transcript order online.

The following may be required to order a transcript online:

- ✓ A major credit or debit card
- ✓ An email account
- ✓ Your signed consent



Questions? Check [FAQs and Transcript Ordering Help](#) (select here).

Track Your Order

Your Transcript Order #: [Help](#)

Your Email Address:

Enter the transcript order number sent to you in your order confirmation email and the email address you used to place the order.

5. Enter in your personal information and continue through the pages by clicking "next."



Enter Your Personal Information

Items marked with * are required.

Enter Your Information

<p>Current Name:</p> <p>* First Name: <input type="text"/></p> <p>Middle Name: <input type="text"/></p> <p>* Last Name: <input type="text"/></p> <p>* Date of Birth: <input type="text"/></p> <p style="font-size: x-small;">mm/dd/yyyy (with or without slashes)</p>	<p>Name While Attending School: <small>(if different from current name)</small></p> <p>First Name: <input type="text"/></p> <p>Middle Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p>
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Your school requires one or the other of the following personal identifiers.

<p>UTC ID: <input type="text"/></p> <p>Social Security Number: <input type="text"/></p> <p style="font-size: x-small;">You can enter the SSN either with or without dashes. Example: 123-45-6789 or 123456789</p>	<p>Confirm UTC ID: <input type="text"/></p> <p>Confirm Social Security Number: <input type="text"/></p>
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Contact Information

Please enter a phone number where we can reach you if there are questions about your transcript order. Your email address will be used to send you your order confirmation and order status alerts. The National Student Clearinghouse will not use your contact information for commercial solicitations.

* Phone Number:

For international phone numbers, include the country and area/city codes (e.g., 44-202-12345678)

* Email:

* Confirm Email:

* Did you attend The University of Tennessee at Chattanooga prior to 1979? Yes No





Select Recipient

Items marked with * are required.

Select A Recipient Type

* Who will be the recipient of your transcript?

- College or university
I want my transcript to be sent to a college or university.
- Educational organization (other than a school)
I want my transcript to be sent to an educational organization such as LSAC or AMCAS.
- Business or individual (other than myself)
I want my transcript to be sent to a business or individual.
- Me
I want my transcript to be sent to me or to pick it up in person.

FERPA Compliance

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. To determine whether and what type of a consent form is required, please answer the following question.

* Who is the intended recipient of your transcript?

[Cancel Changes](#)

[Back to Top](#)

Questions? Check [FAQs and Transcript Ordering Help \(select here\)](#).



Enter Recipient Details

Items marked with * are required.

School Recipient

* Select a State:

Delivery Options

* Delivery Method:

* Checking this box confirms you have read the delivery method information above.

Name of Recipient:

Processing Timeframe

* Processing Option:



[Cancel Changes](#)

[Back to Top](#)

Questions? Check [FAQs and Transcript Ordering Help \(select here\)](#).

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6. After going through each step, review your order.
7. Enter your payment information.
8. Sign the consent form.
9. Click "done" and you're finished.

You will receive a confirmation email shortly after you complete and submit the form.