COLUMBIA STATE COMMUNITY COLLEGE - TRANSCRIPT REQUEST FORM

Email completed form to processing@columbiastate.edu

OR FAX: 931-560-4125, OR Turn in to any Campus, OR Mail: Enrollment Services, 1665 HAMPSHIRE PIKE, COLUMBIA, TN 38401

BEFORE COMPLETING THIS FORM PLEASE READ THE FOLLOWING INFORMATION:

*** There is no charge for transcripts ***
*** Transcripts can NOT be faxed ***
*** Please complete ALL items. Incomplete forms will experience a delay in processing ***
***Once request is received it may take 3-5 work days to process/put the transcript into outgoing mail ***
***This form will NOT be processed if the student has an administrative hold or financial obligation to the college ***
*** Depending on the US Post Office, it can take up to 10 working days before your transcript arrives with the receiving party ***

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 ID 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 mail my transcript to the following Tennessee State Colleges/Universities (mark only those that apply):

___Austin Peay State Univ.	___Middle Tennessee State Univ	___Southwest Tennessee CC	___Univ of Tennessee, Martin
___Chattanooga State Tech CC	___Motlow State CC	___Tennessee State Univ	___Volunteer State CC
___Cleveland State CC	___Nashville State CC	___Tennessee Tech Univ	___Walters State CC
___Dyersburg State CC	___Northeast State Tech CC	___Univ of Memphis	
___East Tennessee State Univ	___Pellissippi State CC	___Univ of Tennessee, Chattanooga	
___Jackson State CC	___Roane State CC	___Univ of Tennessee, Knoxville	

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 01/20

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