

Tennessee Temple University
Office of Student Services
1815 Union Avenue
Chattanooga, TN 37404
Ph. 423-493-4200 Fax. 423-493-4497

TRANSCRIPT REQUEST

PLEASE PRINT

Full Name _____
First Middle Last Maiden

Other names by which you have been know: _____

Current Address _____
Street Apt City State Zip

Birthdate _____ E-mail Address _____

SSN# _____ - _____ - _____ Phone Number _____

Signature _____ Date _____

INSTRUCTIONS TO THE STUDENT

1. A separate transcript request must be completed for each transcript to be delivered to a different recipient.
2. Please complete the requested information in the right hand column.
3. Transcript fees must be received in the Records Office before a transcript may be issued.
4. All outstanding financial obligations to the school must be cleared before a transcript may be issued and access to unofficial transcripts is available in the Student Portal.

Payment by:

Cash \$ _____ Check \$ _____ (Payable to TTU)

Visa MasterCard Discover Card

Acct Name _____

Acct # _____

Expiration date _____ 3-Digit code/Last # back of the card _____

Amount \$ _____ Signature _____

OFFICIAL COPIES MAILED USPS OR PICKED UP IN STUDENT SERVICES - (\$15.00 each)

Indicate quantity desired: Seminary _____ University _____ Bible School _____

I WILL PICK UP THE TRANSCRIPT ON: _____

MAIL TRANSCRIPT TO:

Name _____

Address _____

City _____ State _____ Zip _____

FAXED (UNOFFICIAL) COPIES - (\$3.00 each)

Indicate quantity desired: Seminary _____ University _____ Bible School _____

FAX TRANSCRIPT TO: _____

UNOFFICIAL COPIES (No Request Form Required. Available through **Student Portal** at no charge.)

Link to Student Portal login: <https://ecams.tntemple.edu/estudent/login1.asp>

I want to apply for my Student Portal account. Please email my Username and Password.

PRIORITY PROCESSING FEE - (\$5.00 additional to transcript fee)

(Transcript processed and mailed the next business day. Only one priority fee is necessary.)

(Transcripts prior to 1984 may not be in the computer system and may require 3 days for processing.)

OVERNIGHT SHIPPING FEE (Fee varies by destination. Please call Student Services.)

INTERNATIONAL SHIPPING FEE (Fee varies by country. Please call Student Services.)

Please complete the following questions:

Last semester attended _____

Degree and Major _____

Graduation Date _____

Process transcript now?

Yes No

OR

Hold for:

- Grade change
 End of term grades
 Other: Explain _____

Release Transcript by: _____

Purpose of Transcript:

- Transfer
 Employment
 Military
 Scholarship
 Graduate Studies

For Office Use Only

Initials of Person
Taking Request

Amount/Type of Payment
Received

Date Request
Posted

Initials of Person
Processing Request

Date Mailed, Faxed
Or Picked Up

Business Office
Approval Date/Initials