



Official Transcript Request Form

Office of the Registrar Milligan College PO Box 52 Milligan College, TN 37682
 PHONE: 423.461.8788 FAX: 423.461.8716 EMAIL: Registrar@milligan.edu

INSTRUCTIONS: Please print legibly. If this form is not completely filled out, the request will not be filled.
 You may mail, fax, scan/email or bring completed and **SIGNED** form to the Registrar's Office (Derthick 103).

Name: _____ SSN: _____
 (Include name while attending Milligan)

Current Address: _____ Telephone number: _____

_____ Email address: _____

If **Currently Enrolled Student**, complete the following:

When should the transcripts be created (check all that apply)?

- Now Hold for Current Semester Grades Hold until degree is posted

Reason for transcript request?

- Attending summer school and transferring the credits back to Milligan College
 Considering transfer to another college or university (name of institution: _____)
 Graduate school admission
 Employment
 Other: _____

If **Former Student**, complete the following:

Approximate dates of enrollment: _____ Year of Graduation (if applicable): _____

Please indicate the number and type of transcripts requested below.

Choose educational level(s) for transcripts requested (choose one or both): Undergraduate Graduate

# _____ OFFICIAL TRANSCRIPTS (transcripts <u>must</u> be mailed or picked up) <input type="checkbox"/> Mail to home address listed above <input type="checkbox"/> Mail to address listed below <input type="checkbox"/> Hold for pick up on _____ (date)	# _____ UNOFFICIAL TRANSCRIPTS (transcripts may be mailed, faxed or scanned/emailed) <input type="checkbox"/> Mail to home address listed above <input type="checkbox"/> Mail to address listed below <input type="checkbox"/> Fax to fax# _____ <input type="checkbox"/> Email to email address: _____
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Please provide **complete mailing address(es)** for transcript(s) to be sent:

Address #1	Address #2

Signature: _____ Date: _____

NOTICE: Signature is **REQUIRED** for release of records. Before a transcript can be released, the Registrar's Office must clear the request with the Business Office. You will be notified by phone and/or email if the transcript cannot be released.

Registrar's Office Use Only:	Business Office OK: _____	Date Transcript Sent: _____	Sent by: _____
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