**Instructions**: This form must be used to request ***official* *and unofficial* Milligan transcripts**. For timely processing, please complete all fields on the form. Transcripts will not be issued to students or alumni who have a balance on their student accounts. To comply with FERPA regulations, **this form requires a hand-written signature**. **Please plan to print, sign, and send the form to the Milligan University Registrar’s Office** (by mail to Milligan University Registrar’s Office, PO Box 52, Milligan, TN 37682; pdf/image by email to [Registrar@Milligan.edu](mailto:Registrar@Milligan.edu); fax to 423-461-8716; or deliver in person to Derthick Hall room #103). For questions, please call the Registrar’s Office at 423-461-8788.

* **Official transcripts** are printed on security paper and bear the Milligan seal. They must be mailed by the Registrar’s Office or picked up in person.
* **Unofficial transcripts** are printed on plain paper and do not bear the Milligan seal. Unofficial transcripts may also be accessed by currently enrolled student through Self-Service.

**Your Name** when you were a student at Milligan:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **First** | **Middle** | **Last** | **SSN** (Last 4 digits ONLY) |

Your Current **Contact Information**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Email:** |  | | | | |
| **Phone:** |  | | | | |
| **Address:** |  | | | | |
| **City:** |  | **State:** |  | **Zip:** |  |

**Desired timing for your transcript** (check all that apply):

Now

Hold for current semester grades

Hold until degree is posted

|  |  |
| --- | --- |
| **Your Student Status** (please select one): | |
| **Alumni/Former Student:** | **Currently Enrolled Student** |
| Milligan  Emmanuel  Both  Approximate dates of enrollment:  Year of Graduation (if applicable): | Reason(s) for transcript request:  Summer school/credit transfer to Milligan  Transfer to another school  Graduate school admission  Employment  Other: |

**Transcript Request Details**:

Transcript **Degree** **Level**:  Undergraduate  Graduate  Both

# of **Official** Transcripts:

# of **Unofficial** Transcripts:

**Select all that apply**:

|  |  |
| --- | --- |
| **Official Transcript** | **Unofficial Transcript** |
| Mail to my current address listed above  Mail to the other address(es) listed below  Hold for pick on: Click or tap to enter a date. | Email **unofficial** to my current email address listed above  Other **unofficial** transcript options:  Email address:  Fax number: |

**Mailing Addresses:**

|  |  |  |
| --- | --- | --- |
|  | **Address #1** | **Address #2** |
| **To:** |  |  |
| **Address:** |  |  |
| **City:** |  |  |
| **State:** |  |  |
| **Zip:** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |
|  | *Hand-written signature required* |  |  |