

Southwest Tennessee Community College • Request for Academic Transcript

Admissions, Records and Recruitment, P.O. Box 780, Memphis, TN 38101-0780
Phone (901) 333-5924 • Fax (901) 333-5630

SSN _____ Birth Date _____

Date of Request _____ Dates Attended _____

Print your name and address below

Phone Number (_____) _____

Your signature authorizes release of all academic records maintained by Southwest.

Student's Signature: _____

(Transcript will not be sent without signature)

Please print firmly in the field below.

_ Mail Transcript to the Following Address:

COLLEGE ATTENDED

- Continuing Education
 - Southwest Tennessee Community College
 - State Technical Institute at Memphis
 - Shelby State Community College
-
- Send Transcript Now
 - Send End of Term

NOTE:

No transcript of a student's record will be issued for a student whose financial obligations to the college have not been satisfied. Ordinarily, transcripts will be issued within one week; however, please allow two weeks when the request is made at the end of a term.

OFFICE USE ONLY

- SOUTHWEST
- STIM
- SSCC

TRANSCRIPT REQUEST RECEIVED:

TRANSCRIPT MAILED:
