**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; 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 [ ]  BothApproximate 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* |  |  |