

The University of Memphis  
Transcripts  
Wilder Tower 003  
Memphis, TN 38152-3370  
FAX: (901) 678-3249

## REQUEST FOR OFFICIAL TRANSCRIPT

Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Contact Info: Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Soc.Sec.#: \_\_\_\_\_

Former Names: \_\_\_\_\_

Birth Date: MM: \_\_\_\_ DD: \_\_\_\_ YY: \_\_\_\_

Yrs Attended U of M: First Yr: \_\_\_\_\_ Last Yr: \_\_\_\_\_

**Check if Appropriate:**

- I am currently enrolled at The U of M.  
 Mail transcript now.  
 I will pick up at your office. (Allow 3-5 business days for processing.)  
 Hold transcript for the current term's grades. (Indicate Session/Term/Year, ex. Full/Spring/2003.)

Session: \_\_\_\_\_/Term: \_\_\_\_\_/Year: \_\_\_\_\_

- Hold transcript for degree. (Indicate the Degree-Type/Term/Year, ex: BA/Spring/2003.)

Degree: \_\_\_\_\_/Term: \_\_\_\_\_/Year: \_\_\_\_\_

- Hold transcript for a pending grade/grade change.  
(Indicate CourseID/Term/Year, ex: ENGL4501/Spring/2003.)

CourseID: \_\_\_\_\_/Term: \_\_\_\_\_/Year: \_\_\_\_\_

- I attended Law School at The U of M.  
 I have taken Continuing Education (CEU) courses at The U of M.  
 I have attached Enclosures that should accompany the transcript.

Release Academic Record & Other Pertinent Information to (Name/Address): [#Copies]:

(Attach additional addresses if necessary.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_