

Section I: Appointee Information

The appointee must request a transcript from the degree-granting institution. The University of Memphis must receive official transcripts in a sealed envelope to the address below.

Name: _____

Name on Transcript (if applicable): _____

Social Security Number: _____ Date of Birth: _____

Dates of Attendance: _____

Department: _____

Position Applied For: _____

Date of Hire: _____ Date Transcript is Required (2 weeks from start date): _____

Type of Degree Requested:

_____ Ph.D. _____ Master's _____ Bachelor's _____ Associate's _____ Other (specify) _____

Section II: Mailing Address

Please submit official transcript to:

The University of Memphis
Faculty Administrative Services
376 Administration Building
Memphis, TN 38152-3370

Section III: Names & Signatures

I understand that an official transcript must be submitted upon request and failure to provide proof of educational requirements shall be considered sufficient cause for dismissal.

Signature: _____ Date: _____