

TRANSCRIPT REQUEST FORM
For Non-Credit Courses Only

*If you need a transcript for credit courses taken as an enrolled student at the University,
please go to <http://www.memphis.edu/registrar/student/records/transcript.htm>.*

PLEASE PRINT.

Full Name: _____

If you took courses under a different name, please provide that name:

Current Address: _____

Social Security Number: _____ DOB: _____

Phone number: _____ Email: _____

When did you take the course(s): _____

What was your address at that time? _____

How many transcripts do you need? _____

Where would you like the transcript sent?

- ☐ Current address
- ☐ Alternate address: _____

Signature: _____

Please mail your request to:
Professional & Continuing Education
101 Brister Hall
Memphis, TN 38152
Attention: Registration Unit

OR
FAX it to 901.678.2430.

*If your records are not available for transcription and you have proof of successful course completion,
please provide that to our office along with any other information about the course.
We will do what we can to assist you.*

*Transcripts for non-credit courses are provided at no cost. Please allow five business days for processing.
If you do not receive the transcript after ten business days, please contact our office at 901.678.6000.*