

# 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 (Union Avenue) / (901) 333-4473 (Macon Cove)

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:**

\_\_\_\_\_