



# Transcript Request Form

Send request to the Office of the Registrar

**Office of the Registrar**  
1900 Belmont Blvd  
Nashville, TN 37212  
(615) 460-6193 office  
(615) 460-5415 fax

Process fees:  
Mail transcript- \$2.00 per copy  
Fax transcripts- \$3.00 per copy  
Same day pick up- \$5.00 per copy

Transcript requests are processed as soon as possible and are usually honored within 2-5 business days after receiving the request and fee. Two weeks should be allowed for any requests made at the beginning or end of a semester. Fee payment is required prior to delivering the transcript. Transcript fees cannot be billed to an account. Transcripts cannot be released when a hold exists on the student account.

Name: \_\_\_\_\_ Belmont ID or SSN: \_\_\_\_\_  
(List all possible names)

Address: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of Enrollment at Belmont University: \_\_\_\_\_

**I am a:**

- Current Student
- Former Student

**I need transcripts of:**

- Undergraduate coursework
- Graduate/post-professional coursework

**I completed degree:**

- Yes
- No

**Please check one:**

- Official Transcript: (most common transcript; usually sent to other schools)
- Unofficial Transcript: (usually for personal use)

**Please indicate choice:**

- Send as soon as possible
- Hold until end of semester
- Hold until degree is posted
- Hold for grade change

**How many transcripts are you requesting?** \_\_\_\_\_  
(Use a request form for each address or fax number)

**Check options to issue the transcript:**

- Mail
- Fax
- Pick-up at Belmont Central

**Select a method of payment:**

*See transcript fees at the top of this page.*

- Cash
- Check
- Credit card
- Circle: (Visa, MC, AMEX, Discover)  
# \_\_\_\_\_ Exp. Date \_\_\_\_\_

**Mail transcript to:**

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

Transcript fee will be mailed today to Belmont Central attached to the transcript fee form ([www.belmont.edu/registrar](http://www.belmont.edu/registrar))

**Fax transcript to:**

Belmont will fax an official transcript, but the receiving institution may choose to accept or reject an official faxed copy.

Fax number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Attn: \_\_\_\_\_

Institution or Company: \_\_\_\_\_

**Delivery (optional):**

Next business day delivery  
*Requestor is responsible to pay transcript fee and express delivery charge. The charges will be applied to the credit card listed above. Express deliveries cannot be sent to post office boxes. .*

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

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

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974. Section 438(4) B personal information shall only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the student.**