

**INSTITUTION OR THIRD PARTY COMPANY TRANSCRIPT REQUEST
FROM A CLOSED INSTITUTION**

- ❖ There is a \$10 fee for each transcript request.
- ❖ Only company or cashier's checks will be accepted for payment. Make the check payable to the Tennessee Higher Education Commission.
- ❖ In lieu of this form Institutions or Third Party Companies may submit their own forms provided that they encompass all the required information.
- ❖ A release, signed by the student, must accompany the transcript request.
- ❖ Up to (3) copies of the requested transcript will be provided for each request.
- ❖ Unreadable forms will be returned unprocessed.
- ❖ Transcripts are processed within two weeks from the receipt of this form.

Mail To: Tennessee Higher Education Commission
Attn: Transcripts
Division of Postsecondary School Authorization
Parkway Towers, Suite 1900
404 James Robertson Parkway
Nashville, TN 37243-0830

- ❖ **This agency houses the records of many closed schools, however; the files received from the schools are sometimes incomplete. Please note that failure to locate an academic record from a closed institution does not necessarily invalidate the student's claim of attendance or the completion of a course(s) or program of study. Unfortunately the commission only administers and maintains the records as provided by the closed institution and does not have any secondary source beyond the cd rom to search for academic records. The agency regrets any inconvenience this may cause.**

<u>NAME OF THE CLOSED INSTITUTION</u>
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STUDENT INFORMATION

Social Security Number
Students Last Name while attending the institution.
Students Current Full Name



1	2	3
Please circle the number of copies requested.		

Please mark if the request if to be faxed or mailed. Mail _____ Fax _____

_____ Fax Number

Institution or Third Party Company Phone Number
Contact Name
Institution or Business Name
Institution or Company Street Address
Institution or Company City State Zip

For Office Use Only	
Receipt #	Payment Method
	Company Check
	Cashier Check

