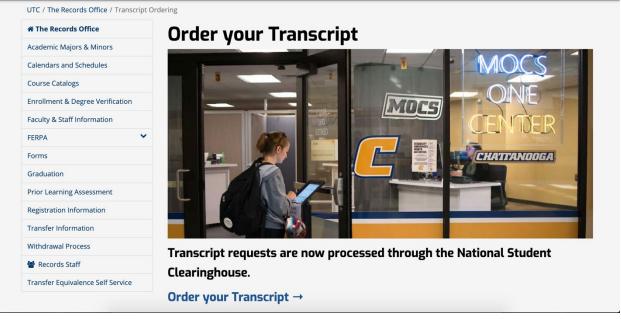


#### How to request a Transcript

# Step 1:

Visit: https://www.utc.edu/records/transcriptordering.php



## Step 2: select Order your Transcript

#### Step 3: Read the following information and select Order Transcripts

Transcript Ordering Center	THE UNIVERSITY OF TENNESSEE CHATTANOOGA • Holp
School Notifications	
Current students and alumni/former students can now order an official tra week. Paper transcript request forms are no longer pr The transcript ordering fee is 32.50 per recipient based on delivery contex. The electronic POF ordering fee is an additional \$1.00 per recipient/order. The standard processing time is 3-5 business days upon receipt of the transcript During the transcript ordering percess, you may upload up to 2 documents to se document types: [pegpdf, or doc. Personal documents (resumes, tax documents, er Please note: No transcripts are processed, available for pickup, or mailed on days the Univer If you have a monetary hold, your transcript cannot be released. You'l be notified If you have a monetary hold, your transcript cannot be released. You'l be notified If you have a monetary hold, your transcript cannot be released. You'l be notified Hold for pickup.	processed through the UTC Records Office. ript order. They are processed in the order they are received. send with your transcript. They must be uploaded in one of the following etc.) will not be sent with your transcript. weakly is closed. Red of any such holds during the transcript ordering process. a won't be able to email your transcript. You can only request mail or
nou or peckap. For further information regarding transcript requests, please refer to our website: <u>http://</u>	p://www.utc.edu/records/transcriptordering.php
Clearinghouse Notifications	
Payment will be accepted, if a cost is involved, with any major credit or debit card. Your cr transcriptigl. However, if you use a debit card, your bank may put a hold on your funds wh authorization, please contact your bank.	
ORDER TRANSCRIPT	<b>₽T(S)</b> >
View Transcript Order S	r Status









utc.edu/international goglobal@utc.edu



### Step 4: Enter your personal information, click **Continue**

1 Enter Personal Information	2 Select Transcript and Delivery Details	3 Confirm Order and Checkout
Enter Personal Information		
Contact Information All fields required, unless otherwise	e indicated	
Address 1 Street number and name or PO Box Address 2		
Building, campus box, floor, apt, suite (Optional)	State/Territory/APO	•
Zip/Postal Code	Country United States	<u>*</u>
Email	Confirm Email	
Phone Number (200) XXX-XXXX To receive NSC Msg updates to this phone number, y each recipient order. Message and data rates may ap HER. To cease message, sct STOP. Fraing STOP you agree to Opt-in? <u>Terms of Use and Privacy Policy</u>	oply. If text messaging is requested, you will re will stop all text messages to the Opted-In mo	
Allow the school to use this information to update the	eir records? YES NO	
	CANCEL ORDER CONTINU	JE

### Step 5: Select your transcript and delivery details

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools r order to release information from his or her educational records. The type of consent form that is rec	
Education Organization, Application Service and Scholarships	
Employer or Other	
Myself	DNTINUE









utc.edu/international goglobal@utc.edu



#### Select Continue and fill out the following information as it applies to you and select Continue

1	Enter Personal Information	(2	Select Transcript and Deliv Details	/ery	3 Confirm Orde	r and Checkout
	Transcript and Deli SEAN PORTER ONEAL	very Details				
Process	sing Details All fields required	, unless otherwise indicated				
Whe	n do you want your transcript pr	ocessed?	•			
Delivery	y Information					
How	r do you want your transcript ser	t?	*			
Upload	Attachment (optional)					
Doy	you want to send additional	documents with your tran	nscript?			
	ADD FILE +					
		< PREVIOUS	CANCEL ORDER	CONTINUE		

#### Step 6: Proceed to the Checkout Menu

1 Enter Personal Information -	2 Select Transcript and Delivery     Details	Confirm Order and Checkout
Checkout		
Pending Order Details		
ADD RECIPIENT +		
✓ Edit ■ Remove Recipient:	Total Fee for this Red Processing Option: Delivery Method: Quantity: Online Processing Fe	Current Transcript - Process As Is Hold for Pickup ④ 1 copy
		Total Fee for Order: \$2.50
	CANCEL ORDER CHECKOUT >	
THE UNIVERSITY OF TENNESSEE CHATTANOOGA CENTER FOR GLOBAL EDUCATION		Cglobal utc.edu/internatio Chattanooga goglobal@utc.edu







