

**Truett McConnell University
Office of the Registrar
100 Alumni Drive
Cleveland, GA 30528**

Transcript requests must be submitted by mail or in person along with the appropriate fee.

Transcripts will not be issued for any student or alumnus whose financial obligation to the university has not been met or whose registration or admissions requirements are incomplete.

Transcripts will be issued in the order in which requests are received. **Requests will be processed within 3-5 business days of receipt of request.**

Name of Student _____

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City/State/Zip _____

Telephone (____) _____

Email Address _____

Date of Birth _____

Date of Last Enrollment: _____

Semester/Year

ISSUE TRANSCRIPT(S): _____ **Now**

_____ **After current semester grades post***

_____ **After degree is awarded ***

Student ID Number (Optional)

Signature of Student

TRANSCRIPT FEES:

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