

# Tougaloo College

## TRANSCRIPT REQUEST

Office of the Registrar  
500 West County Line Road  
Tougaloo, MS 39174  
601-977-4459

**PLEASE PRINT LEGIBLY**

NAME  
AND  
ADDRESS  
(INCLUDE  
MAIDEN  
NAME)

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**THIS REQUEST MAY BE FAXED, HOWEVER YOU MUST CONTACT THE CASHIER'S OFFICE AT 601-977-7715 FOR PAYMENT PROCEDURES PRIOR TO FAXING.**

Send Transcript(s):  **Mail NOW**     HOLD for **Pick-up** on \_\_\_\_\_

- Mail** when grades are posted for:     Fall     Spring     Summer
- Mail** when my \_\_\_\_\_ degree is posted
- HOLD** for grade change or transfer grade and then **Mail**

MAIL \_\_\_\_\_  Official     Unofficial  
(QUANTITY) TRANSCRIPT(S) TO:

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MAIL \_\_\_\_\_  Official     Unofficial  
(QUANTITY) TRANSCRIPT(S) TO:

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MAIL \_\_\_\_\_  Official     Unofficial  
(QUANTITY) TRANSCRIPT(S) TO:

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Date \_\_\_\_\_

ID# (or SSN) \_\_\_\_\_

Birthdate \_\_\_\_\_

Phone # \_\_\_\_\_

Last Term Registered \_\_\_\_\_

OR  Currently Registered

Former names \_\_\_\_\_

\_\_\_\_\_

Due to the Family Educational Rights and Privacy Act of 1974, student signature is required for release of transcripts.

STUDENT SIGNATURE:

\_\_\_\_\_

*PERSONAL SIGNATURE REQUIRED*

### FEES

#### TRANSCRIPTS

\$5.00 per OFFICIAL transcript  
\$3.00 per UNOFFICIAL transcript

Request may be paid by cashier's checks or money orders. To pay by Visa or Master Card, please contact the Cashier's Office at 601-977-7715 to receive a receipt number and payment date prior to submitting this request. Normal processing time is three to five working days after receipt of request.

#### MAIL REQUEST TO:

TOUGALOO COLLEGE  
OFFICE OF THE REGISTRAR  
ATTN: TRANSCRIPTS  
500 W. COUNTY LINE ROAD  
TOUGALOO, MS 39174

#### FOR PAYMENT OF THIS REQUEST:

- My cashier's check/money order is enclosed
- My credit card receipt # is listed below:
  - Visa
  - Master Card

Credit Card Receipt Number and Date:

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