



Office of Human Resources

**TRANSCRIPT REQUEST FORM**

Print Name: \_\_\_\_\_

Name on Transcript (if applicable): \_\_\_\_\_

Social Security Number: \_\_\_\_\_

University / College:

Degree Earned:

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

4. \_\_\_\_\_

High School: \_\_\_\_\_ Diploma \_\_\_\_ GED \_\_\_\_

Certification: \_\_\_\_\_

Licensure / Membership / Registration: \_\_\_\_\_

I understand that an official transcript must be submitted. **Failure to provide proof of educational requirements within 30 days of hire may be considered sufficient cause for dismissal.** Please submit official transcripts directly to:

**Volunteer State Community College  
Attn: Office of Human Resources  
1480 Nashville Pike  
Ramer Building, Suite 127  
Gallatin, TN 37066**

If the institution participates in electronic transcripts, please submit the transcript directly to:

[jobs@volstate.edu](mailto:jobs@volstate.edu)

**Note:** All "official" transcripts must be submitted in a sealed envelope. Transcripts identified as "student copy" or "issued to student" are not considered official.

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