



**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:

[human.resources@volstate.edu](mailto:human.resources@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:** \_\_\_\_\_