

▼ Provided below are forms to use to request your official academic transcript(s) to be mailed directly from your previous college(s) to Missouri State University's Teacher Certification Office.

Transcript Request Form

For students seeking Post-Baccalaureate Teacher Certification at Missouri State University™

Name

Last First M.I.

Address

Street

City State Zip

Social Security Number

Birthdate

Month/Date/Year

Phone Number

()

All other names under which you may have enrolled:

Signature

Please send my official transcript to: Teacher Certification Office
Missouri State University
901 S. National Ave.
Springfield, MO 65897

To: Records Office

College or University

Last Term and Year Attended

Fall Spring Summer Year _____

Number of copies to be sent 1

Check one of the following:

- Mail immediately
- Mail after current term grades are posted
- Mail after degree is posted

Please complete this form and mail it to the records office of the previous institution(s) attended. Many schools require fee payment with transcript requests. Transcripts must be sent directly from the previous institution(s) to Missouri State to be considered official. Your transcript analysis will not be processed until all official transcripts arrive.

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