

# STUDENT RECORDS/TRANSCRIPT REQUESTS

The purpose of the MTSA Registrar's Office is to serve as custodian of student academic and clinical records. This office provides verification of enrollment or graduation upon request by students and alumni. All requests for verifications, transcripts, and/or letters of reference should be submitted IN WRITING to the Academic Support Specialist who is responsible for such records.

Transcript request information is located on the MTSA website in the Alumni section or can be accessed via this link (<https://mtsa.edu/alumni/transcript-requests/>).

To request a copy of your transcript, complete the [Transcript Request Form](#) and return it to Registrar's Office at MTSA via email ([verifications@mtsa.edu](mailto:verifications@mtsa.edu)), fax, or mail as stated on the form. Students and alumni can also request an [electronic copy of their MTSA transcript](#) through the National Student Clearinghouse.