

**Middle Tennessee State University
Transcript Analysis Form
Post-Baccalaureate or Add-on Endorsement**

Thank you for your interest in the Post-Baccalaureate Teacher Program or add-on endorsement at Middle Tennessee State University. In order to determine what you will need in order to fulfill licensure requirements, please fill out this Request for a Transcript Analysis, attaching all college transcripts. It usually takes the Office of Teacher Licensure about four weeks to prepare a program of study for you which you will receive in the form of a letter from this office. The program of study will list any courses you will be required to take and will provide other information about the licensure process.

Date: _____ Social Security Number: _____

Name: _____

Street: _____

City/State/Zip: _____

Telephone: _____ Academic degree(s) earned: Bachelor _____ Master _____ Doctorate _____

Are you licensed in another state? _____ if *yes, in what area(s)? _____

Are you licensed in Tennessee? _____ if *yes, in what area(s)? _____

*If you hold, or have held a teacher's license in any state, please include a photocopy of it with this request.

Please fill in the following blanks:

Post-Baccalaureate Analysis

Add-on Endorsement

I would like an evaluation of my transcript by the MTSU Teacher Licensure Analyst and the Chair(s) of the related academic department(s) to determine the necessary program of study required for licensure in

(specify the area you want to teach) _____

Any additional comments: _____

Signed: _____

Send by **U.S. Mail** to: **Middle Tennessee State University
Office of Teacher Licensure
P. O. Box 93
Murfreesboro, TN 37132**

IMPORTANT DEADLINE DATES:

Transcript analysis requests must be in our office by the following dates to meet registration deadlines:

1st Friday in February for Summer and Fall registration.

1st Friday in September for Spring registration.

Please note: **An official student issued set of all college transcripts must accompany this request. Do not have them sent separately. It is the student's responsibility to acquire all transcripts. A photocopied set will not suffice.**