

Morgan State University
Office of Records and Registration
Transcript Request Form

- **Transcripts will not be furnished to any student whose financial obligations to the University have not been satisfied.**
- **Current/ recent students should verify (via WebSIS) that all grades and/ or degrees have been posted before placing a transcript order.**
- **For students who graduated or stopped attending the University prior to 1986, some or all of your academic records may be non- computerized. Please allow an additional two to four business days for processing.**
- **All requests for official transcripts must be submitted in writing and include a signature.**
- **Requests for official transcripts will be processed within one to three business days.**
- **Complete the Transcript Request Form online, print and submit it as follows:**

By Mail to: Morgan State University
Office of Records and Registration
1700 E. Cold Spring Lane
Montebello Complex, Room A- 112
Baltimore MD 21251

Hand-delivered to: Morgan State University
Office of Records and Registration
2201 Argonne Drive
Montebello Complex, Room A- 112
Baltimore MD 21251

- **The University changed its policy regarding transcript fees. Students are allotted two official mailed transcripts at no charge. After the second “no charge” transcript has been processed, all other requests for official transcripts carry a charge of \$5.00 per transcript. This includes official transcripts generated while-you wait. All financial obligations to the University must be cleared before a transcript request will be honored. Submit transcript requests as follows:**

For Mailed Transcript Requests:

Include a check or money order payable to *Morgan State University* for the appropriate amount with your completed and **signed Transcript Request Form.**

For Hand-delivered Transcript Requests:

Full payment must be made in person at the cashier’s window (Montebello A-Wing, 1st Floor) **prior to** hand-delivering the completed and signed Transcript Request Form to the Office of Records and Registration. Cashier’s window payment options include: cash, check, money order or major credit card (VISA, MasterCard, Discover and American Express).

The following information is required to identify your record.
Please print clearly and fill out form in its entirety.

MSU Student ID or Social Security #:	<u>Full Name While Attending MSU</u> (Last, First, Middle Initial):		
Current Last Name:	First Name:	Middle Initial:	

Best Contact Number:

Daytime Number: ()	Cell Phone Number: ()	Other Number: ()
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Current Mailing Address:

Street Address (Line 1):			
Street Address (Line 2):			
City:	State:	Zip:	Country:
Dates of Attendance (MM/DD/YYYY):	From: / /	To: / /	
Degree:	<input type="checkbox"/> Bachelor's	<input type="checkbox"/> Master's	<input type="checkbox"/> Doctorate
Degree Date (MM/YYYY):	Spring:	Fall:	
Send Transcript(s):	<input type="checkbox"/> Now	<input type="checkbox"/> When Final Grades are Posted	<input type="checkbox"/> When Degree is Posted

Send to Self at Current Mailing Address: Yes No

RECIPIENT #1	# of copies ____	RECIPIENT #2	# of copies ____	RECIPIENT #3	# of copies ____
Person/ Office:		Person/ Office:		Person/ Office:	
Institution/ Company:		Institution/ Company:		Institution/ Company:	
Street Address (Line 1):		Street Address (Line 1):		Street Address (Line 1):	
Street Address (Line 2):		Street Address (Line 2):		Street Address (Line 2):	
City, State, Zip, Country:		City, State, Zip, Country:		City, State, Zip, Country:	

Authorization Signature Required: I authorize release of my transcript as directed on this form: Date (MM/DD/YYYY):

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