



# Official Transcript Request

UNIVERSITY OF MARYLAND COLLEGE PARK

PLEASE NOTE: To ensure timely and accurate processing of your request, please complete **all required (\*) sections** of this form. Transcript requests are processed in the order in which they are received. If there is a deadline, every attempt will be made to meet the request. Your signature is required for the release of your transcripts. **There is a fee of \$8 per transcript.**

**\*\*If your records are from University of Maryland Global Campus (UMGC) formerly UMUC, please visit [www.umuc.edu/students/support/records/transcripts/](http://www.umuc.edu/students/support/records/transcripts/) to complete a transcript request. You may also call the UMGC Service Center at 1 (800) 888-8682 for additional assistance.\*\***

\*Today's Date : \_\_\_\_\_

*SSN (SID) or University ID (UID) Number	*Email Address	*Daytime Phone Number
*Full Name (Last, First Middle)		*Date of Birth
*All Former Names (Or N/A)		
Date of Attendance (ex: Fall 2002—Spring 2006)	*Location of Attendance (ex: UMCP, Shady Grove...)	Degrees Earned (if any)

## Recipient #1

\*Mailing Address – Please clearly print name and address

\*Number of Copies – (There is an \$8 fee per transcript)

Special Handling – (optional)

- ☐ Attach separate document (Ex. AMCAS, PTCAS, LSAC, etc.)  
**\*\*Include your form with this request\*\***
- ☐ Hold until current semester grades and GPA calculate
- ☐ Hold until degree posts
- ☐ Graduate level work only

## Recipient #2

Mailing Address – Please clearly print name and address

Number of Copies – (There is an \$8 fee per transcript)

Special Handling – (optional)

- ☐ Attach separate document (Ex. AMCAS, PTCAS, LSAC, etc.)  
**\*\*Include your form with this request\*\***
- ☐ Hold until current semester grades and GPA calculate
- ☐ Hold until degree posts
- ☐ Graduate level work only

**\*STUDENT SIGNATURE (MANDATORY) - I acknowledge that I will be charged \$8 per transcript.**

X \_\_\_\_\_

Instructions on how to digitally sign this document can be found [here](#).

To make a payment, please go to: <https://go.umd.edu/trpayment>

Once transaction is completed, please provide confirmation #.

Confirmation # \_\_\_\_\_

**Mail Completed Form to:**

University of Maryland  
Office of the Registrar  
First Floor, Mitchell Building  
College Park, MD 20742

**Fax to :** (301) 314-9568

**Email to:** registrar-help@umd.edu

*For assistance , please contact the Registrar's Office at (301) 314-8240 or registrar-help@umd.edu.*

**For Office Use Only: Term** \_\_\_\_\_ **Employee** \_\_\_\_\_