



Transcript Request Form

Instructions Page

- **REGULAR** Transcript Request Fee is \$10 per copy
 - Requests for official transcripts are normally processed within three business days
 - Payment is required prior to the transcript being released
 - Please allow additional processing time for requests submitted at the beginning or end of each academic term, or requests for records prior to 2000 where your attendance was in Asia or Europe
 - After processing please allow five to eight days for mailing via USPS
- **RUSH** Transcript Request Fee is an additional \$15 per copy
 - **RUSH** fee is **ONLY for processing time** and the **RUSH** fee is an additional cost to the Transcript request fee
 - **RUSH** transcript request are processed and mailed the next business day via U.S. Postal Service. If a student would like to have their transcripts sent overnight, the student **MUST** provide a postage paid envelope for FEDEX, UPS, USPS or another carrier, with all information appropriately filled out for the office to mail out.
 - **RUSH** is normally within 24 hours but for records held solely overseas, the processing time may extend up to 3 business days to allow for receipt of all information.
- Transcripts **will not be released** if you have outstanding financial obligations to UMUC
- Current Students – get your transcript faster by ordering through your MyUMUC Portal.
 - Log in to MyUMUC portal at <http://www.umuc.edu/myumuc>
 - Click Student Center
 - Click My Academics under the first Academics Tab
 - Click Request Official Transcript or View my unofficial transcript
- There is **no charge** for transcripts sent to University System of Maryland Institutions or UMUC Alliance partners, which are:
 - **USM Institutions**
 - Bowie State University
 - Coppin State University
 - Frostburg State University
 - Salisbury University
 - Towson University
 - University of Baltimore
 - University of Maryland, Baltimore
 - University of Maryland, Baltimore County
 - University of Maryland, College Park
 - University of Maryland Eastern Shore
 - University of Maryland Center of Environmental Science
 - **Alliance Institutions (link below to see list of institutions)**
 - [Maryland Community College Alliance Partnerships](#)
 - [Out-of-State Community College Alliance Partnerships](#)
- **Complete a separate form for each institution or individual transcript requested**
- All requests for transcripts **require a signature**
- Submit completed forms:
 - Via FAX to (240) 684-2005 or (240) 684-2006 (All fax lines are secured)
 - In-person to Student Services at 1616 McCormick Drive, Largo, MD 20774
 - Via mail to: Office of the Registrar at 3501 University Boulevard East, Adelphi, MD 20783

NOTE: Due to security concerns UMUC does not accept scanned & emailed requests for transcripts. This is to protect student's information.

- We send all communication pertaining to your request via email. We will enter the email address you provide as your main email address in our system. Please ensure your email address is correct and legible on the attached form.
- If you would like to update your mailing address to the address on the attached form, please check the box “**change mailing address**” and your address will be updated in our system.

NOTE: Your request must be legible. Requests that are not legible will not be processed and the request will have to be submitted again.



University of Maryland University College

TRANSCRIPT REQUEST FORM

Office of the Registrar
3501 University Boulevard East
Adelphi, MD 20783

Phone: 240-684-2222 Fax: 240-684-2005 or 240-684-2006

TRANSCRIPTS WILL NOT BE RELEASED IF YOU HAVE OUTSTANDING FINANCIAL OBLIGATIONS TO UMUC.

***required field**

PLEASE PRINT LEGIBLY

CHANGE MAILING ADDRESS

*STUDENT ID or LAST 4 OF SSN *Date of Birth (MM/DD/YYYY) *E-MAIL ADDRESS

*FIRST NAME MIDDLE NAME *LAST NAME *FORMER NAME(S) USED

*STREET ADDRESS *CITY *STATE *ZIP CODE COUNTRY

(_____) _____
*CURRENT TELEPHONE NUMBER *SIGNATURE (required) *DATE

DATE(S) AND LOCATION OF ATTENDANCE:

FIRST ENROLLED: _____
YEAR ATTENDED DIVISION/CAMPUS

LAST ENROLLED: _____
YEAR ATTENDED/DEGREE DIVISION/CAMPUS

METHOD OF PAYMENT:

Free (For transcripts to be sent to another University System of Maryland institution or UMUC Alliance Partners ONLY)

Cash (When a request is made in-person only. **DO NOT MAIL CASH**)

Check/Money Order (Payable to UMUC – possible when submitting requests by mail only)

Credit Card: Visa Master Card Discover AMEX

CARD NUMBER EXP DATE 3 or 4 Digit Security Code (REQUIRED)

NAME AS IT APPEARS ON THE CARD SIGNATURE OF CARD HOLDER (required)

TRANSCRIPT DELIVERY TYPE:

REGULAR (processed within 3 business days)

UNOFFICIAL via FAX/EMAIL

RUSH Stateside (24 hour processing)

UNOFFICIAL via US Mail

Number of **unofficial/official** transcripts to be sent to this address _____

*NAME (INSTITUTION OR INDIVIDUAL) (_____) -
FAX NUMBER (FOR UNOFFICIAL COPIES)

*STREET ADDRESS DEPT/SUITE/BOX

*CITY *STATE *ZIP CODE COUNTRY (IF NOT U.S.A.)