



Transcript Request Form

Instructions Page

Official Transcript Request Fee is \$10 per copy

- Requests for official transcripts are normally processed within three business days.
 - 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.
 - Transcripts are mailed the same day after processing. The delivery method utilized for mailing is the United States Postal Service it may take five to eight business days for receipt of your processed request.

Rush Transcript Request Fee is an additional \$19.95 per copy (\$29.95 total per request)

- **Rush** transcript requests are processed and mailed the next business day via United States Postal Service Express Mail. A tracking number will be provided for confirmation. The delivery may vary between one to three business days for receipt based on your location.
- **Rush** is normally processed within 24 hours.
 - However, for records that may be located on microfilm, the processing time may extend up to three business days. Please allow for receipt of all information. The Express Mail fee for transcript request sent international may vary, please see www.usps.com for shipping costs.

Unofficial Transcript Request there is **no fee** required

NOTES:

- **The Family Educational Rights and Privacy Act (“FERPA”)**. By signing this transcript request you authorize us to release your educational records as well as any supporting attachments to the intended person(s) you indicated on your request.
 - For further information about UMUC’s FERPA policy, please visit the following link:
<http://www.umuc.edu/policies/academicpolicies/aa21014.cfm>.
 - To access or view UMUC’s FERPA release form, please visit the following link:
http://www.umuc.edu/students/aid/upload/FERPA_RELEASE-2.pdf.
- **Transcripts will not be released if you have outstanding financial obligations to UMUC.**
- When using the attached transcript request form there is no charge for official transcripts that are sent to University System of Maryland Institutions or UMUC Alliance partners (see links below for a listing of the institutions).
- **USM Institutions**
 - <http://www.usmd.edu/institutions/>
- **Alliance Institutions (see link below for a listing of institutions)**
 - [Maryland Community College Alliance Partnerships](#)
 - [Out-of-State Community College Alliance Partnerships](#)
- Transcript request that are submitted through the MyUMUC portal will incur a charge.

Important Information

We are no longer accepting credit card payments submitted with the transcript request form; please call 1-800-888-8682 and select option 6 to process your credit card payment. The Office of the Registrar will send communication to you via e-mail when we have received and completed your transcript request. Please wait for the e-mail communication that your transcript request has been completed to call and process your credit card payment.

In the event that you have not received an e-mail in reference to the status of your request, please call 1-800-888-8682 and select option 6 to verify the status of your transcript request or e-mail saoutgoingtranscripts@umuc.edu.



Transcript Request Form

Instructions Page (con't)

Current Students – receive your transcript faster by ordering through your MyUMUC Portal.

- Log in to MyUMUC portal by clicking here <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

Please submit your completed form:

- 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
- Via E-mail at saoutgoingtranscripts@umuc.edu

Remember:

- **All requests require a signature.**
- **Please ensure that your request is legible; if the request is not legible, it must be resubmitted.**
- **Please be sure to complete a separate form for each institution or individual transcript requested.**
- **All communications pertaining to your request will be sent via email. The email address provided on your transcript request form will be identified as your primary email address. Please ensure the email address is correct and legible.**
- **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.**



University of Maryland University College

Transcript Request Form

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

Phone: 240-684-2222 Fax: 240-684-2005 or 240-684-2006 E-mail: saoutgoingtranscripts@umuc.edu

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)
- No Charge** for unofficial transcript request
- Cash** (When a request is made in-person only. **DO NOT MAIL CASH**)
- Check/Money Order** (Payable to UMUC – when submitting requests by mail only)
- If you would like to pay **by credit card, please call (1) 800-888-8682** and select option 6 to complete your payment for your transcript request. Please call **only** when you have received an e-mail communication that your request has been completed.

TRANSCRIPT DELIVERY TYPE:

- | | |
|---|---|
| <input type="checkbox"/> OFFICIAL (\$10.00 processed within 3 business days) | <input type="checkbox"/> UNOFFICIAL via Fax |
| <input type="checkbox"/> RUSH (\$19.95 for 24 hour processing sent USPS Express Mail total \$29.95) | <input type="checkbox"/> UNOFFICIAL via US Mail |
| | <input type="checkbox"/> UNOFFICIAL via E-Mail |

Number of transcripts to be sent to this address _____

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

*STREET ADDRESS	DEPT/SUITE/BOX		
_____	_____		
*CITY	*STATE	*ZIP CODE	COUNTRY (IF NOT U.S.A.)