



University of Maryland University College

Office of the Registrar

Official High School Transcript Request Form

As part of the admission requirements, UMUC requires an official copy of my high school transcript. Please process within 7 to 10 business days. The contents of this transcript request form are confidential and for your institution only. Do not forward this form to any person or institution other than UMUC. If you require additional information, please reach me at the phone number listed below.

| | | | |
|-------------------|--------|-----------------|-------------------|
| First | Middle | Last Name | |
| Address | | | Apt/Suite/Room |
| City | State | Zip Code | Best Phone Number |
| Former Name / AKA | | Date of Birth | |
| High School Name | | Graduation Date | |
| Signature | | | Date |

Please send the official transcript to UMUC:

| Electronically (preferred) | U.S. Mail | UPS, FedEx, or DHL |
|---|--|--|
| UMUC participates in the following electronic transcript networks: <ul style="list-style-type: none"> • SPEEDE • Parchment • Credentials • National Student Clearing House • eScrip-Safe | Attn: Undergraduate Transcripts University of Maryland University College 3501 University Blvd East Adelphi, MD 20783 | Attn: Undergraduate Transcripts University of Maryland University College 1616 McCormick Drive Office 2386 Largo, MD 20774 |

Please note that UMUC cannot accept official transcripts via email or fax. Detailed transcript submission information is available at: <http://www.umuc.edu/submittranscript/>