



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/ 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	Recipient #2
*Mailing Address – Please clearly print name and address	Mailing Address – Please clearly print name and address
*Number of Copies – (There is an \$8 fee per transcript)	Number of Copies – (There is an \$8 fee per transcript)
Special Handling – (optional) <input type="checkbox"/> Attach separate document (Ex. AMCAS, PTCAS, LSAC, etc.) **Include your form with this request** <input type="checkbox"/> Hold until <u>current</u> semester grades and GPA calculate <input type="checkbox"/> Hold until degree posts <input type="checkbox"/> Graduate level work only	Special Handling – (optional) <input type="checkbox"/> Attach separate document (Ex. AMCAS, PTCAS, LSAC, etc.) **Include your form with this request** <input type="checkbox"/> Hold until <u>current</u> semester grades and GPA calculate <input type="checkbox"/> Hold until degree posts <input type="checkbox"/> 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** _____