



OFFICIAL TRANSCRIPT REQUEST

University of Maryland
First Floor, Mitchell Building
College Park, MD 20742
Fax: 301.314.9568

If you attended the University while in night school, overseas, or the military, your records are maintained by the University of Maryland University College. Please contact that branch directly on 301.985.7000 for information on obtaining your transcripts.

PLEASE NOTE: In order to ensure timely and accurate processing of your request, please complete all sections of this form. You are responsible for complete and legible information. Your signature is required for the release of your transcripts. There is no fee for transcripts.

For your convenience, students enrolled since 1972 may request transcripts online at www.testudo.umd.edu. Please ask us to provide you with a student PIN.

STUDENT IDENTIFICATION # (SID)				DATE OF BIRTH(MMDDYY)			
		-			-		
LAST NAME			FIRST NAME			M.I.	
LAST NAME (PREVIOUS)							

Today's Date

DEADLINE
IF ANY

Transcript requests are processed in the order of receipt. If there is a deadline, every attempt will be made to meet the request, however, the University cannot guarantee that a deadline will be met.

Date(s) Degree(s) awarded at UMCP ONLY.

- _____
- _____

TRANSCRIPT MAILING ADDRESS

In the space provided below, please clearly print the complete name and address of the transcript destination.

STUDENT SIGNATURE (MANDATORY)

X

ATTENDANCE	
<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate
<input type="checkbox"/> Both	
INDICATE ATTENDANCE DATES:	
Sem./Yr.	Sem./Yr.
_____	_____
FIRST ATTENDED	LAST ATTENDED
Are you currently enrolled?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
This request should not be processed until:	
<input type="checkbox"/> Current semester grades have been posted	
<input type="checkbox"/> Degree has been posted	

PLEASE PRINT CLEARLY. YOU ARE RESPONSIBLE FOR COMPLETE AND LEGIBLE INFORMATION.

Enter address (for receipt of transcripts) of your HOME institution here

COMPLETE NAME AND ADDRESS OF TRANSCRIPT DESTINATION

NUMBER OF COPIES:
Student's Local Telephone No. (8:30 a.m. – 4:30 p.m.)