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- ◆ The transcript fee is \$10 per copy. All mailed transcripts are official.
- ◆ Your transcripts will not be released if you have outstanding financial obligations to UMUC Europe.
- ◆ Complete a separate request for each institution or person to receive a transcript.
- ◆ Rush transcripts are available for \$25 and are processed the next business day. Rush transcripts cannot be sent via express mail to APO/FPO mailing addresses; be sure to list a U.S. or international street address.
- ◆ Mail request to: University of Maryland University College, Transcripts Office, Unit 29216, APO AE 09004; or fax to: (faxing from the U.S.) 011-49-6221-378355; *please call to confirm fax has been received; phone: (calling from the U.S.) 011-49-6221-378266; (DSN phone) 314-370-6762; or e-mail signed request form to: *transcripts@europe.umuc.edu*.
- ◆ Bowie State University (BSU) graduates must request transcripts directly from BSU: <http://www.bowiestate.edu/academics/registration/forms/>

Name	First	Middle	Last	Former name(s) used
Address			City, State	ZIP code
SSN/Student number		Date of birth (month/day/year)		
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- Check (Payable to University of Maryland University College)
- N/A (For transcripts to be sent to another University System of Maryland institution or public community college in Maryland only)
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Name as it appears on card

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TRANSCRIPT IS TO BE SENT

- Regular five business day processing (\$10)
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- Next business day processing to APO/FPO (\$25)
- Rush fax, followed with hard copy sent by regular mail (\$25)
 Fax number _____
 Civilian (include area code)
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 Note: We cannot fax to 800 numbers.

LAST ENROLLED IN A UMUC EUROPE COURSE

Month/Term Year Center

FIRST ENROLLED IN A UMUC EUROPE COURSE

Month/Term Year Center

If you have ever attended other divisions of UMUC, or College of Southern Maryland or Montgomery College, please indicate location and year:

SIGNATURE

**Mandatory for release of transcript:
Public Law 93-597, Privacy Act of 1974**

Note: Transcripts are sent from Germany by APO mail with an estimated delivery time of 1-4 weeks.

TRANSCRIPT IS TO BE SENT TO THIS ADDRESS

NOTE: You are responsible for the address.

Number of transcripts to be sent to this address _____

Are you a student or graduate of (check those that apply):

	Degree Earned
College of Southern Maryland	<input type="checkbox"/> _____
Montgomery College	<input type="checkbox"/> _____
UMUC Undergraduate	<input type="checkbox"/> _____
UMUC Graduate Program (MGA)	<input type="checkbox"/> _____
Bowie State University Graduate Program	<input type="checkbox"/> _____
UMCP Graduate Program	<input type="checkbox"/> _____
Professional Development Program	<input type="checkbox"/> _____

FOR FIELD REPRESENTATIVE USE ONLY

Date faxed to Transcript Office _____

Date Transcript Office contacted _____

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