



REQUEST FOR TRANSCRIPT OF RECORD

University of Maryland University College ♦ Bowie State University

- ♦ The transcript fee is \$10 per copy.
Your transcripts will not be released if you have outstanding financial obligations to UMUC Europe.
Transcripts sent to another University System of Maryland institution or public community college in Maryland are free of charge.
- ♦ Complete a separate request for each institution or person to receive a transcript.
- ♦ Rush transcripts are available for \$25 and are processed by 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, Attn: Transcripts Office, Unit 29216, APO AE 09102;
or fax to: (faxing from the U.S.) 011-49-6221-378355; (DSN fax) 314-370-8908; *please call to confirm fax has been received;
phone: (calling from the U.S.) 011-49-6221-378266; (DSN phone) 314-370-6762;

Name	First	Middle	Last	Former Name(s) Used
Address	City, State		ZIP Code	
SSN/Student Number			Date of Birth (Month/Day/Year)	
Current Phone Number			E-mail Address	

METHOD OF PAYMENT:

- Check (Payable to University of Maryland University College – possible when submitting requests by mail only)
- N/A (For transcripts to be sent to another University System of Maryland institution or public community college in Maryland only)
- Charge Card:
 - Visa
 - MasterCard
 - Discover

_____	Name as it appears on card
_____	Card Number
_____	Exp. Date
_____	Signature of Credit Card Holder

TRANSCRIPT IS TO BE SENT:

- Regular—five business day processing
- After degree is posted (Month of graduation: _____)
- After Term _____ (1-5) Distance Education _____ (1-5)
- Rush—Express Mail (\$25)
- Rush—Fax, followed by hard copy sent by regular mail (\$25)
Fax number _____
Civilian (include area code) _____ DSN _____
- Rush to APO/FPO—next business day processing only (\$25)
- After official evaluation

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 place and year:

SIGNATURE _____

Mandatory for release of transcript: Public Law 93-597, Privacy Act of 1974
Note: Transcript requests are normally processed within one week. The Transcript Office receives the largest number of requests at the end of each academic term. If you order transcripts during these times, please allow at least two weeks for processing.

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 _____

Payment sent in batch _____