

## Request for Transcript from Previous Institution or High School

In order to evaluate your transfer credit or confirm your high school degree, UMGC needs copies of your official transcripts from institutions you have previously attended. Please contact your previous institutions and/or high school online or by mail to request official transcripts be sent directly to Student Records, UMGC.

The form below may be useful when requesting other institutions or your high school to send your official academic record to UMGC.

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Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First M.I.

SSN \_\_\_\_\_ DOB \_\_\_\_\_  
Day Month Year

Name under which I attended if different from present name

\_\_\_\_\_

Present address \_\_\_\_\_  
\_\_\_\_\_

I first attended your institution from \_\_\_\_\_ to \_\_\_\_\_  
Month Year Month Year

I most recently attended your institution from \_\_\_\_\_ to \_\_\_\_\_  
Month Year Month Year

I am enclosing a check or M.O. for \$ \_\_\_\_\_ to cover the transcript fee.

I hereby give consent to have my academic record released to UMGC.

\_\_\_\_\_  
Signature

**Signature is required for your transcript to be released.**

Please forward an official copy of my academic record to the address below:

Attn: Student Records  
University of Maryland Global Campus  
3501 University Blvd East  
Adelphi, MD 20783