

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 Undergraduate Transcripts, UMGC.

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

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:

U.S. Mail
Attn: Undergraduate Transcripts
University of Maryland Global Campus
3501 University Blvd East
Adelphi, MD 20783

UPS or FedEx
Attn: Undergraduate Transcripts
University of Maryland Global Campus
1616 McCormick Drive
Office 2386
Largo, MD 20774