

Official Transcript Request Form

Bursars Office Only

Date Received: _____

Payment Amount: _____

Business Clerk : _____

Official Transcripts are usually mailed out three to five business days after receipt of the request. There are no fees for this service.

Expedited processing is available for \$5.00.

Requests received before 12 pm will be mailed the same day.

Requests received after 12 pm will be mailed the next business day.

Overnight Delivery – students are responsible for arranging their own express carrier payment and pick up from the Office of Records and Registration. Pick ups must be made before 4:30 pm. Please contact the Office of Records and Registration with the name of the carrier you will be using.

Students with access to their MyUB account are strongly encouraged to use the transcript request option in the Student Center drop down menu. You may also mail, fax, email or drop off this request.

Office of Records and Registration

1420 N. Charles Street

Baltimore, MD 21201

Fax: 410.837.4820 or Email: Records@ubalt.edu **Note:** All forms must include a signature.

Name: _____ Former Name: (if appl.) _____

Student ID# _____ Attendance Dates: from: _____ to: _____

Students enrolled prior to 2003, please provide a Social Security number for identification purposes only.

Social Security#: _____ Phone Number: _____

Home/ Street Address: _____ City, State: _____ Zip Code: _____

Additional Mailing Information: _____

Number of copies mailed to home address: _____

Number of copies mailed to address below: _____

Mail to: Name of Business or Individual: _____

Street Address: _____ City, State: _____ Zip Code: _____

Additional Mailing Information: _____

Special Requests:

Hold for Current Grades: _____

Hold for Grade Change: _____

Hold for posting of degree / Indicate degree term: _____

Other (please explain) : _____

Student Signature: _____ Date: _____