

TRANSCRIPT REQUEST FORM

All information requested must be supplied to comply with your request. Transcripts are normally sent out three to five days after we receive the request. Same day express service is available for an extra fee.

If copies are to be sent to more than one address, please fill out a separate request form for each address.

You may submit the transcript request to the Records Office in Charles Hall 126 or by fax at 410-837-4820. Please print clearly.

OFFICIAL USE ONLY

Date Received (Business Office) _____
Date Received (Records Office) _____
Amount Paid _____
Balance Due _____
Business Ofc Clerk _____
Date Issued _____
Issuing Clerk _____

Name _____
Present name *Name while enrolled at the university (if different)*

Mailing address _____
Street *City* *State* *Zip*

Social Security number _____

Telephone number _____

Did you graduate? Yes No If yes, indicate when _____
Semester *Year*

_____ Number of copies to be sent to address

_____ Total number of copies requested

Mail transcript(s) to:

Check each school attended: University of Baltimore School of Law Mt. Vernon School of Law
 University of Baltimore College of Liberal Arts Eastern College
 University of Baltimore School of Business Baltimore College of Commerce

Dates of attendance _____
From (first semester and year) *To (last semester and year)*

Special requests: Do not hold
 Hold for current grades
 Hold for posting of degree. Indicate degree _____
 Hold for grade change
 Other (please explain) _____

Signature *Date*