



Telephone: (202) 314-3340 · Fax: (202) 479-2501
Graduate School · Office of the Registrar
600 Maryland Avenue, S.W., Suite 330
Washington, DC 20024
GRADUATE SCHOOL TRANSCRIPT REQUEST FORM

Student Information (Please print legibly and in ink)

Name _____
Last First Middle

ID# or SSN# _____ Date of Birth _____

Other names _____ Daytime Phone # _____

E-mail _____

Mailing address _____

In accordance with the Family Educational Rights and Privacy Act of 1974, your signature is required to authorize the release of your transcript. Because of confidentiality concerns, telephone requests cannot be honored.

Date _____ Signature _____

- FEES:** \$ 5.00 each transcript (USPS Standard Mailing included)
 \$ 15.00 each RUSH transcript (two work days)
 \$ 3.00 for each U.S. fax
 \$ 10.00 for each international fax

Number of transcripts requested _____ Place in individual signed, sealed envelopes.

Amount Due: _____ **Payment:** Visa MasterCard American Express

Card # _____ **Exp. Date** _____ **CK/MO#:** _____

Official transcripts may be ordered by mail or in-person at the Office of the Registrar during regular business hours. Checks/money orders should be made payable to the Graduate School and must be included with a mailed transcript request. Fax requests are honored with a credit card authorization. The Graduate School will not fax official transcripts.

Have you requested a transcript before? Yes No

Approximate Dates of Attendance: **First Year Enrolled:** _____ **Last Year Enrolled:** _____

Have you completed a Graduate School Certificate of Accomplishment? Yes No

If yes, date: _____ **Certificate Program Name:** _____

GRADUATE SCHOOL TRANSCRIPT REQUEST FORM for _____
Page 2 of 2 Student's Name

Hold transcript for most recent grades? Yes No

 # OF COPIES ____ Official Unofficial Self Regular Mail Fax # _____ RUSH

MAIL TO: _____

 # OF COPIES ____ Official Unofficial Self Regular Mail Fax # _____ RUSH

MAIL TO: _____

 # OF COPIES ____ Official Unofficial Self Regular Mail Fax # _____ RUSH

MAIL TO: _____

Disclaimer:

If you have a financial hold prohibiting the release of your transcript, you must remove the hold before your transcript will be issued.

Please allow 3-5 business days for processing. Allow 1 week to receive your transcripts by standard mail.

A letter releasing your transcripts to a friend or relative must accompany this form if they are picking it up or mailing your transcript for you. The letter must be signed and dated by you and include the name of the person picking up the transcript.