



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 \_\_\_\_\_  
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- FEES:**  \$ 5.00 each transcript (USPS Standard Mailing included)  
 \$ 15.00 each RUSH transcript (two work days)  
 \$ 3.00 for each US 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.  
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**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

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**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.