



# University of Maryland University College *Asia*

To UMUC Asia Students:

With the worldwide introduction of the MyUMUC portal, certain records and documents necessary for your file will be processed at our main campus in Adelphi, Maryland. In some cases, your pertinent records and documents will continue to be handled by the UMUC Asia administrative staff located at Yokota Air Base. The table below will assist you in ensuring that your documents go to the appropriate campus.

Document	UMUC Asia	UMUC Adelphi
<b>Mail to:</b>	<i>Office of Student Affairs Unit 5060 Box 0100 APO AP 96328-0100</i>	<i>Attn: Records 3501 University Blvd East Adelphi, MD 20783</i>
<b>Official academic transcripts</b> (College, University, CCAF transcripts)		
▪ Not yet requested		✓
▪ In your possession	✓	
<b>Official Military Documents</b> (AARTS, SMARTS, DLI/DLPT)		✓
<b>Foreign transcript evaluations*</b>		✓
<b>Official High School transcripts</b> (not required for students who have earned 24 or more s.h. at a regionally accredited College or University, including CCAF)		
▪ Not yet requested		✓
▪ In your possession	✓	
<b>College credit examinations</b> (CLEP, DSST, Excelsior, AP, IB)		✓
<b>Name change paperwork</b>	✓	
<b>Requests for Official Evaluations</b>	✓	
<b>Military orders</b>	✓	
<b>TOEFL/IELTS scores</b>	✓	
<b>Transcripts for students applying to Bowie State's graduate program</b>	✓	

Note: Official documents submitted to an academic advisor will be forwarded to the appropriate campus. If you have questions or need further please contact your local field representative or academic advisor.

\*For more details on foreign transcript evaluations visit: <http://www.asia.umuc.edu/student-services/intlcredeval.cfm>