



### Request for Transcript from Previous Institution

In order to evaluate your transfer credit, UMUC needs copies of your official transcripts from institutions you have previously attended. Please contact your previous institutions online or by mail to request official transcripts be sent directly to Undergraduate Student Affairs, UMUC, 3501 University Boulevard East, Adelphi, Maryland 20783-8070.

The form below may be useful when requesting other institutions to send your official academic record to UMUC.

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First M.I.

SSN \_\_\_\_\_ DOB \_\_\_\_\_  
Day Month Year

Name under which I attended if different from present name

Present address \_\_\_\_\_

I first attended your institution from \_\_\_\_\_ to \_\_\_\_\_  
Month Year Month Year

I most recently attended your institution from \_\_\_\_\_ to \_\_\_\_\_  
Month Year Month Year

I am enclosing a check or M.O. for \$ \_\_\_\_\_ to cover the transcript fee.

I hereby give consent to have my academic record released to UMUC.

\_\_\_\_\_  
Signature

**Signature is required for your transcript to be released.**

Please forward an official copy of my academic record to the address below:

*U.S. Mail*  
Attn: Undergraduate Transcripts  
University of Maryland University College  
3501 University Blvd East  
Adelphi, MD 20783

*UPS or FedEx*  
Attn: Undergraduate Transcripts  
University of Maryland University College  
1616 McCormick Drive  
Office 2386  
Largo, MD 20774