



Office of the Registrar

Mailing Address: 3501 University Boulevard East, Adelphi, MD 20783-8070

Physical Location: 1616 McCormick Drive, Largo, MD 20774

Main Office Phone: 240-684-2222 | **Fax Number:** 240-684-2005

Investigator Request for Unofficial Transcript

Please allow three (3) business days for the processing and completion of requests. Requests received will be date stamped for the following business day; processing time will begin on that date. Should you have a substantial request (10 or more submitted within 3 consecutive business days), please allow five business days for completion.

Please Print Legibly (a signed student release must accompany this form)

Date: _____

Student's Full Name (include former names):

Undergraduate Student

Graduate Student

Student's Social Security #: _____

Dates of Attendance (mm/yyyy): _____ to _____



Disciplinary Records



Campus or Online

Investigator's Full Name (please print): _____

Signature: _____

Badge Number (required for release of transcript): _____

Business/Agency Name: _____

Telephone: _____ Email: _____

Note: Only requests that include an email address will receive a follow up confirmation once completed

How would you like to receive the unofficial transcript? (check one)

Pick up from Student Services (Largo): _____

Fax to: _____

NOTE: If you are using a personal fax machine, please indicate as such so we may contact you prior to delivery. Redelivery of any unsuccessful fax attempts will require an additional (1) business day.

Mail to: _____

OFFICE USE ONLY:

Date Received: ___/___/___

Processed by: _____

Date Processed: ___/___/___