

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.

Important Note: Please print legibly and complete the form in its entirety (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: _____

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

Fax number: _____

Note: If we attempt to fax your request and it's unsuccessful we will process your request as mail only this will require an additional (1) business day. Mailing address required when checking the fax option.

E-Mail address: _____

Mailing address: _____

OFFICE USE ONLY:	Date Received: ____/____/____
Processed by: _____	Date Processed: ____/____/____
5/16/2019	