

Transcripts Frequently Asked Questions

How do I request a transcript?

A transcript may be requested in person at the Registrar's Office, through fax, email or mail. Make sure that the form is filled out completely and signed. Please note that we send our transcripts through regular mail or you can request to pick it up at the office during work hours.

How long does it take to process a transcript request?

Once a transcript request is submitted with some form of payment, it takes about 3 to 5 working days for a regular transcript. During peak periods, such as the month of August and after graduation periods, it may take more than 5 working days. A transcript will **not** be processed on the same day.

How much does a transcript cost?

All transcripts are \$5 (cash) and \$6 (credit card or money order), this includes unofficial (personal copy) transcripts. Rush transcripts are \$10 (cash) and \$11 (credit card or money order).

What forms of payment are accepted?

We accept Visa, Discover, American Express, money orders and cash.

If I have a balance on my account can I still obtain a transcript?

No. The Registrar's Office does not issue an official or unofficial transcript unless the student's financial balance is zero. To handle all financial obligations please contact the Accounting Office (301) 891-4488.

How many transcripts can I request?

There is no limit on the amount of transcripts that can be requested. However, a form of payment must be provided with the transcript request submission. Please note that requesting a large amount of transcripts at one time may delay your processing past the 3-5 business days.

Can someone pick my transcripts up for me?

Yes. However, you **must** state on your transcript request that you are unable to pick up the transcript yourself and clearly name the person that you are permitting to pick-up your transcript. The transcript request must have your signature on it. The person picking up your transcript must have valid I.D. and is required to sign the form confirming that they have picked it up.

I have a document that needs to be sent with my transcript. What must I do to arrange this?

Fill out the transcript as usual but in the spaces provided for mailing addresses please state your specific instructions. If you are faxing in the transcript request form, please also fax the document that is to be sent along with it.