TRANSCRIPT REQUEST FORM

Please note, this form must only be used to obtain official transcripts by students who attended before 1991 and unofficial transcripts for all inactive students. Students who attended in 1991 or later must request official transcripts through the National Student Clearinghouse at www.studentclearinghouse.org/students/ and more information can be found at www.umassd.edu/registrar

While able to email unofficial transcripts for all students, official transcripts for students who attended before 1991 must be printed, embossed with the school seal, and sealed to be considered official. If you have any questions, please visit our website or reach out to our office for assistance prior to submitting your request.

Student Last Name  Student First Name  Student ID or Last 4 of SSN


City  State  Zip  Work Telephone No.

Date of Birth  Maiden name or other last name on record  Email

Currently Enrolled at UMD:  Yes  No

If not currently enrolled, please indicate dates of attendance or Year of Graduation

Day Division  Division of Continuing Education  Summer

Did you receive a Bachelor’s Degree:  Yes  No  or Master’s Degree:  Yes  No

Number of Official copies requested  Number of Unofficial copies requested

SEND TRANSCRIPT TO:  (If yourself, write self) include zip code

NOTE: You must use a separate form for each mailing address, even if you are hand carrying them. If requesting an unofficial transcript, you may type an email as recipient.

ALLOW: 3-4 working days to process your transcript request

NOTE: Transcripts will not be processed without student’s signature:

_____________________________  __________________
Signature  Date

Print and sign or add a scanned e-signature; Do not type signature.

Registrar Office Use Only
Date:  ____________
Processed By:  _______

Revised 10.13.2022