



Office of the Registrar

487 Michigan Ave., NE

Washington, DC 20017

Tel. 202-529-5300 x 122 / Fax 202-636-1700

Transcript Order Form

How to Order a Transcript:

Requests must bear the signature of the student; email and phone requests are not acceptable.

Requests will be accepted by the Registrar via mail for fax.

Each address must have a separate request.

Transcripts will not be available for those who have outstanding financial obligations to the school.

There is a \$5.00 fee for each official copy requested. These are signed and sealed.

There is a \$3.00 fee for each unofficial copy requested. These are not signed or sealed.

Name: _____

Address: _____

Phone: _____

Please check all that apply and sign:

Current Student

Hold transcript for end of semester grades

Former Student or Graduate

Date of Last Attendance ____/____/____

Former Name: _____

Signature _____ Date _____

Send directly to college, university or employer (transcripts will not be faxed)

_____ Number of official copies

_____ Number of unofficial copies

Hold for pick up by student

_____ Number of official copies

_____ Number of unofficial copies

PLEASE FORWARD TRANSCRIPT TO:

For Office Use Only

Date Sent: _____

By: _____
