



Office of the Registrar

487 Michigan Ave., NE

Washington, DC 20017

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

Transcript Request

How to Order a Transcript:

Requests must bear the signature of the student, which is why 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 \$10.00 fee for each request

Name: _____

Address: _____

SSN: _____ 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: _____
