

Baltimore Hebrew University Transcript Request Form Information for Completing

1. This request form is only to be used for former Baltimore Hebrew University transcript requests.
2. If a Towson University transcript is also needed, please make a separate request using the Towson University transcript request form.
3. All requests for official transcripts must be submitted in writing.
4. Signature is required.
5. Completed form can be submitted as follows:
 - By fax to 410-704-3443
 - By mail to:
Office of the Registrar/Records Office
Towson University
8000 York Road
Towson, MD 21252
 - Hand delivered to:
Registrar's Customer Service Center
Enrollment Services Center
Room 223
(Same day service – see #9)
6. Requests for official transcripts will be processed within one to three business days.
 - Please allow three to five business days at the beginning or end of the semester.
7. There is no charge for a non-rush transcript.
8. A maximum of 5 non-rush transcripts can be processed per work day.
9. Rush service is \$10.00 for each transcript. Cash, check, money order or One Card *(current students can use retail points)* accepted.

PLEASE BE SURE TO SIGN BEFORE SENDING



Baltimore Hebrew University TRANSCRIPT REQUEST FORM

TOWSON UNIVERSITY
Office of the Registrar/Records Office
8000 York Road
Towson, Maryland 21252-0001
Phone: 410-704-3240 Fax: 410-704-3443

To ensure the timely receipt of your transcript, allow one to three business days for processing, plus allotted time for mailing. Please allow three to five business days at the beginning or end of the semester.

PLEASE PRINT LEGIBLY

Date: _____ **Signature (required):** _____

Social Security #: _____

Phone: () _____ Work/Cell: () _____

Name: _____

Previous Name: _____
Please list any previous names that may be on your academic record

Student's Current Address: _____

Number of Copies: _____ Rush Service: _____

**A maximum of 5 non-rush transcripts can be processed per work day.
There is no charge for a non-rush transcript.**

RUSH SERVICE
Fee is \$10.00 for each transcript
Cash, Checks, Money Order or
One Card (*Current Students can use retail points*)

Send Transcript to: *(Please print information below)*

OFFICE USE ONLY
Account Balance: _____ Date Mailed: _____ Processor: _____

PLEASE BE SURE TO SIGN BEFORE SENDING