

## Transcript Request Form Information for Completing

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1. Transcripts will ***not*** be furnished to any student whose financial obligations to the university have not been satisfied.
2. All requests for official transcripts must be submitted in writing.
3. Signature is required.
4. Current students only can view and request their transcripts online through Towson Online Services.
  - Go to Self Service, under the heading *Academics* click on the drop down and select *Transcript: Request*, to request an official transcript or select *Transcript: Unofficial Transcript* to view your unofficial transcript.
  - Check your unofficial transcript for certification, pending grade changes or repeated courses before submitting request.
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
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.  
**American Express, Discover & Mastercard are the only credit cards accepted.**  
(a 2.75% convenience fee will be added for all charges)



# 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

TRANSCRIPTS WILL NOT BE FURNISHED TO ANY STUDENT WHOSE FINANCIAL OBLIGATIONS TO THE UNIVERSITY HAVE NOT BEEN SATISFIED.

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): \_\_\_\_\_

TU Student ID (if applicable): \_\_\_\_\_ Social Security #: \_\_\_\_\_

Phone: \_\_\_\_\_ Work/Cell: \_\_\_\_\_

TU E-Mail Address (optional): \_\_\_\_\_

Name: \_\_\_\_\_

Previous Name: \_\_\_\_\_

*Please list any previous names that may be on your academic record*

Student's Mailing Address: \_\_\_\_\_

Dates of Attendance (approximate month/year)

From: \_\_\_\_\_ To: \_\_\_\_\_

Degree: \_\_\_\_\_ Date: \_\_\_\_\_

Send Transcript:  Now  When statement of degree is posted

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.

Credit Card # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ \*American Express, Discover & Mastercard ONLY  
2.75% convenience fee added to all charges

Send Transcript to: (Please print information below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICE USE ONLY**

Account Balance: \_\_\_\_\_ Date Mailed: \_\_\_\_\_ Processor: \_\_\_\_\_