

Complete Transcript Request Form and submit in person to Admissions & Records on any campus or mail with payment to Montgomery College, Germantown Campus Cashier, 20200 Observation Drive, Germantown, MD 20876. If submitted by mail, a check or money order, made payable to Montgomery College, must be included. There is a \$7.00 fee for each transcript copy (credit or non-credit). Transcripts contain Social Security Numbers. Transcripts **will not** be processed for students with financial holds.

Please allow 5 business days for processing; approximately 7 business days during peak request periods. To check the status of your request, log into **MyMC**, click on **Request MC Transcript**, then **View Status of Transcript Request**. Transcripts submitted in person may be processed immediately (Photo ID required). Please note: The University System of Maryland requests that transcripts are sent directly from Montgomery College.

**Student Full Name** \_\_\_\_\_

**Student ID M-** \_\_\_\_\_ **SSN** (voluntary, but useful if M-number unknown) \_\_\_\_\_

**Former Name(s)** (if any) \_\_\_\_\_ **Birth Date** \_\_\_\_\_

**Home Address** \_\_\_\_\_

**Day Phone** \_\_\_\_\_ **Evening Phone** \_\_\_\_\_

☐ Please mail transcript(s) to address indicated below\* **OR** ☐ Student hand-carrying transcript to institution

**\*If being mailed, provide complete information where transcript(s) are to be sent; type or clearly print.**

**Name of Institution** \_\_\_\_\_

**Address** \_\_\_\_\_

**Address (Continued)** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**Are you requesting a transcript from Maryland College of Art & Design\*?** ☐ Yes ☐ No

\*Montgomery College is the custodian of academic records for the Maryland College of Art and Design [MCAD], which became the School of Art and Design of Montgomery College on September 1, 2004. If you attended MCAD prior to September 1, 2004, submit your transcript request using this form only (no online requests) and follow the above instructions.

**Are you requesting a transcript for the UMUC Alliance program?** ☐ Yes ☐ No

**Have you taken Workforce Development & Continuing Education [WD&CE] non-credit courses at MC?** ☐ Yes ☐ No

**If yes, is this request for your WD&CE transcript?** ☐ Yes ☐ No

**Hold until grades are posted?** ☐ Fall ☐ Winter ☐ Spring ☐ Summer I ☐ Summer II

**Hold for pending graduation?** ☐ Fall ☐ Spring ☐ Summer **Anticipated Graduation Date** \_\_\_\_\_

**Number of Transcripts Requested** \_\_\_\_\_ **Credit** (\$7.00 each) \_\_\_\_\_ **WD&CE/non-credit** (\$7.00 each)

**Special Instructions (Indicate if attachment is included):**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**OFFICE USE ONLY** Amount Paid \$ \_\_\_\_\_ Date Fee Paid \_\_\_\_\_ Date Sent \_\_\_\_\_

Transcript Issued by \_\_\_\_\_ (Initials) ☐ G ☐ R ☐ T