To request a transcript, please complete, sign and submit this Transcript Request Form to the Maryland Higher Education Commission. If you do not use this form, please submit a written, signed transcript request that includes all of the information listed below.

- **There is no charge for transcripts.**
  - Please print clearly or type. Include all requested information.
  - **Please allow 14 days for processing.**
  - If you have questions, you may call 410-767-3298 or 800-974-0203, ext. 73298.

### Student Information

<table>
<thead>
<tr>
<th>Current Name and Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last:</td>
</tr>
<tr>
<td>Street:</td>
</tr>
<tr>
<td>Daytime Phone Number:</td>
</tr>
<tr>
<td>Social Security Number:</td>
</tr>
</tbody>
</table>

### Closed School Information (Maryland Private Career Schools and Colleges only)

<table>
<thead>
<tr>
<th>Closed School Name:</th>
<th>Location (MD city):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates Attended:</td>
<td>Program Enrolled in:</td>
</tr>
</tbody>
</table>

### Where to Mail Official Copy of Transcript

(Please note that official, unsealed copies of transcripts cannot be sent to a student)

<table>
<thead>
<tr>
<th>Name or Title of Person:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of School or Business:</td>
</tr>
<tr>
<td>Street:</td>
</tr>
</tbody>
</table>

Number of official transcripts to be mailed to this school or business: _____

Please indicate if you would like a copy of an unofficial transcript sent to you, the student: Yes: ☐ No: ☐

Number of unofficial transcripts to be sent to your current address: _____

(Official, unsealed copies of transcripts cannot be sent to a student.)

### Transcript cannot be released without student’s signature

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**Mail or Fax completed form to:** Maryland Higher Education Commission  
Division of Planning and Academic Affairs  
Attention: Transcript Request - Collegiate  
6 N. Liberty Street, 10th Floor  
Baltimore, MD 21201  
Fax No.: 410-332-0270