



LOYOLA

UNIVERSITY MARYLAND

Records Office

4501 N. Charles Street

Baltimore, MD 21210-2699

Transcript Request Form

Student ID or SS#		Cell Phone	Home Phone	E-Mail Address	
Last Name			First Name		M.I.
Name Previously Used		Date of Birth		Check if applicable: <input type="checkbox"/> New Address Information	
Address		City	State	Country	Zip Code
Class of (Current Students)	Dates of Attendance	Degree	Major		

General Information

- Official transcripts are mailed directly to third parties with student's written approval.
- Official transcripts can be issued to students for inclusion in an admission packet, etc.
- Partial transcripts are not issued. Transcripts show all work completed at this institution.
- Transcripts from other colleges cannot be duplicated. You must contact the other institution directly for copies of transcripts.
- Allow one week for processing during the semester, three weeks at the beginning and end of the semester.

Transcript Type:	# Official Copies:	Special Instructions:	Pick-Up Information or Mailing Address: (use reverse if additional space is required)
Official: \$5.00 per copy	# Unofficial Copies:	<input type="checkbox"/> Send Transcript Immediately	
Unofficial: No charge		<input type="checkbox"/> HOLD—Study Abroad Grades	
Institution/Student Status: (Check all that apply)		<input type="checkbox"/> HOLD—Current Semester Grades	
<input type="checkbox"/> Loyola	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> HOLD—Degree to be Posted	
<input type="checkbox"/> Mt. St. Agnes	<input type="checkbox"/> Graduate	<input type="checkbox"/> HOLD—Grade Changes	
<input type="checkbox"/> School of Record (Newcastle)	<input type="checkbox"/> Teacher Certification		

Payment Information

- Payment for official transcripts must be made at the time of the request.
- Transcript services are withheld for any student who has an outstanding debt with the University.

Payment:	<input type="checkbox"/> Check # _____	<input type="checkbox"/> Money Order	Amount
Student's Signature			Date

This transcript is released with the understanding that the recipient will not permit any other party to have access without prior written consent of the student in accordance with the Family Educational Rights and Privacy Act of 1974.

- RECORDS OFFICE -

Date Issued:

Pickup Date: