



# TRANSCRIPT REQUEST FORM

UNDERGRADUATE REGISTRAR'S OFFICE  
213 WHITMORE ADMINISTRATION BUILDING  
UNIVERSITY OF MASSACHUSETTS  
181 PRESIDENTS DRIVE  
AMHERST, MA 01003-9313

voice 413.545.0555  
fax 413.545.2920  
email: regtrans@registrar.umass.edu

## STUDENT INFORMATION

Current Name \_\_\_\_\_  
Last First Middle

Former Name (if applicable) \_\_\_\_\_

Student ID# or SS# \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

Dates of Attendance \_\_\_\_\_

Current Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## TRANSCRIPT INFORMATION *(please allow 3-5 business days for processing)*

**Official** Transcript

**Unofficial** Transcript

Number of Transcripts \_\_\_\_\_

*\*You can have your **unofficial** transcripts faxed, fill out below:*

Fax # \_\_\_\_\_

Transcript(s) will be picked up

or

Mail Transcript(s) to: **\*\*\* actual mailing time can take up to two weeks to reach the destination \*\*\***

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

**OR**, hold request and  
mail transcript(s) after

Fall grades recorded

Spring grades recorded

Winter grades recorded

Summer grades recorded

Degree awarded on transcript

\_\_\_\_\_  
Student Signature Required

\_\_\_\_\_  
Date of Request

### Charges:

*There is no fee for students who have entered the University as of September 1990 or later.*

*If you entered the University prior to September of 1990, there is a service fee of \$6.00 for each Official transcript.*