

OFFICIAL TRANSCRIPT REQUESTS

The fee for an official transcript is \$12.00 each. If you took undergraduate, graduate, and/or professional development courses, you need to request one or more transcripts by level, as needed.

There are two ways to request your academic transcript(s) from McDaniel College.

1. Current and former* students may order electronic (eTranscripts) and paper transcripts online 24/7 using Parchment. **This is the preferred method for ordering transcripts at McDaniel College.**
 - Orders made through Parchment include order, processing, and delivery confirmation, as well as tracking.
 - Attachments may be provided to accompany the transcript.
 - Express shipping is available. Handling & delivery charges apply.
 - Current and former students with access to their Portal may order through their account under the Student menu > Student-Registrar's Ofc > Transcript Request (Official) or at the [link](#) below.
 - You can request transcripts to be held for final grades and/or degree posting within the current term when ordering on Parchment.

[CLICK HERE](#) to be directed to the Parchment ordering site to order either an electronic (eTranscript) or paper transcript.

2. Official transcripts for pre-1984* attendees, those requesting in-person with payment by cash/check or submission of completed form accompanied by check may be requested using the Transcript Request Form on page 2.

Please note:

- College regulations do not permit the issuing of transcripts for any student with an outstanding debt to the college.
- Unofficial transcripts are only available to students within their Portal.
- Transcripts (official or unofficial) **cannot** be emailed or faxed by the Registrar's Office.



OFFICIAL TRANSCRIPT REQUEST FORM

Use Only for Pre-1984 Attendee, In Person, or Mailed Requests Accompanied by Check

Complete this form ONLY if pre-1984 attendee, requesting in-person (cash payment) or mailed request with check payment. Official transcripts issued directly by the Registrar's Office are only available by pick-up or are mailed USPS. Electronic (eTranscripts) may be ordered using the link in the McDaniel portal or on the McDaniel webpage: <https://www.mcdaniel.edu/alumni/connect>. Unofficial transcripts are only available to students with access to their Portal.

TRANSCRIPT: _____ # of official transcripts requested @ \$12.00 each. Payment is required to accompany completed form. Currently, payment can be paid by mail (check) or cash in person at the Bursar's office.

STUDENT INFORMATION:

Previously or Currently Enrolled In:

- Undergraduate courses (Bachelor)
- Graduate courses (Masters/Certificate; Common Ground until summer 2021)
- GR (Professional Development; Common Ground beginning summer 2022)

Dates Attended: _____ to _____

Name: _____ McDaniel ID # or Last 4 Digits of SSN: _____

Name If Different While Attending: _____ Date of Birth: _____

Current Home Street Address: _____

Current City: _____ Current State: _____ Current Zip: _____

Current Phone #s, Home _____ Cell: _____ Work: _____

Current Email: _____ Email Type: Personal McDaniel Work

Please Update My Information Address/Phone/Email Information as provided above: Yes No

MAILING INSTRUCTIONS: *(Please allow at least 3-5 business days for processing)*

To Company/School/Person: _____ Attention: _____

Street Address: _____

City: _____ State: _____ Zip: _____

STUDENT SIGNATURE: _____ Date: _____

(Handwritten signature required)

FOR OFFICE USE ONLY: Initials/Amount Paid/Rec'd Date: _____ Initials/Processed Date: _____