



12401 Willowbrook Road, SE | Cumberland, MD 21502-2596
 Phone: 301-784-5199 or 301-784-5198 | Fax: 301-784-5027 | admissions@allegany.edu

TRANSCRIPT REQUEST FORM

Transcript Fee – \$5.00 for each official copy. Make a check or money order payable to: Allegany College of Maryland
(There is no fee for an unofficial copy.)

Transcripts will not be released without the **student's signature** and a **copy of photo identification** (driver's license). Allow two (2) business days for processing, with more time during peak request periods. Transcripts may take up to 7-10 business days upon mail delivery.

<p><u>Mail to:</u> Allegany College of Maryland Attn: Madison DeFranco 12401 Willowbrook Road, SE Cumberland, MD 21502</p>	<p><u>Fax to:</u> 301-784-5027</p> <p>Credit Card #: _____ - _____ - _____ - _____</p> <p>Expiration Date: _____</p> <p>Security # (on back of card): _____</p> <p>Phone #: _____</p>	<p>Log into Self-Service for an unofficial copy of your transcript. If you need help logging into Self-Service, please call the HelpDesk at 301-784-5444.</p>
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Student ID#: _____ or Social Security #: _____ - _____ - _____ Birthdate: ____ / ____ / _____

Last Name: _____ First Name: _____ MI: _____ Maiden Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Student's Signature: _____

- _____ # of **official** transcripts As soon as possible
- _____ # of **unofficial** transcripts After grades are posted
- After graduation is posted

Provide complete information where transcripts should be sent:

Name of Institution: _____

Office: _____

Address: _____

City: _____ State: _____ Zip: _____

OFFICE USE ONLY

Clearance Granted: Yes No

Amount Paid: \$ _____

Processed by: _____

ID Presented: Yes No

DATE: sent _____ rec'd _____