

TRANSCRIPT REQUEST FORM

(For unofficial transcripts, go to student portal at student.potomac.edu)



Requests for official University of the Potomac transcripts must be made in writing, signed and submitted to the Registrar. The cost for an official transcript is \$10. A transcript may be expedited (one business day) for an additional fee of \$15. Potomac honors official transcript requests only if students are in good financial standing with the University. All unofficial transcript requests are honored.

First Name	Middle Name or Initial	Last Name	Suffix
Date of Birth	Student ID	Social Security Number	
Phone Number		Email	
Address (Street and Number)		City, State, Zip Code	
Dates of Attendance and/or Date of Graduation if Applicable		Number of Copies Requested	

PLEASE SELECT ONE

I, the undersigned, hereby authorize the release of my transcript and/or request that an official copy be sent to:

Do NOT MAIL – Hold at Registrar’s Office for a pickup (Note: Transcripts will be held for 30 days from the date of the request)

I acknowledge that the information I have provided here is correct.

Student Signature	Date
-------------------	------

ADMINISTRATIVE USE ONLY

Received by:	Date:	Fees received:
--------------	-------	----------------