



Transcript Request

Electronic Official Transcript: www.parchment.com

In Person/Mail Official/Unofficial: You may mail, fax, email, or hand deliver to the Registrar's Office.

UMHB ID # _____ Date of Birth _____ Social Security #: _____
(optional) (optional)

Date Last Attended: _____

Name: _____
 Last First Middle
 Name when Last Attending UMHB: _____

Address: _____ Phone: _____
 _____ Email: _____

Check if this is a new address or phone number.

Complete the Appropriate Box

Official

****Use a separate form for each addressee****

Number of Copies: _____

Mail Transcript to: _____
 (Provide complete name & mailing address.
 Allow 7-10 days for mail delivery)

Unofficial

E-mail Address: _____

Fax to – Name: _____

Fax to – Number: _____

Mail Transcript to: _____
 (Provide complete name & mailing address.
 Allow 7-10 days for mail delivery)

- (Please choose one)
- Pick Up or Send Now
- Hold for Grades
- Hold for Degree
- Overnight mailing – see below for additional information

- (Please choose one)
- Current Student Enrolled in Classes
- No longer Attending UMHB
- Alumni *Graduated* from UMHB

Signature: _____ Date: _____

I certify that I am the person whose name appears on the name line of this form.

****Transcript service will be denied to students with outstanding financial obligations to UMHB.****

Allow 2 to 3 business days for processing.

Overnight Fee is \$14.50 - Fee subject to change and payable in advance.

FED EX requires a physical address, **Not a PO Box Number**

The Family Educational Rights and Privacy Act (FERPA) of 1974 prohibits the release of transcripts without the student's written consent.

Office Use: Date Processed/ Initials: _____ Circle: Picked Up Mailed Faxed Emailed Fed-Exed