



TRANSCRIPT REQUEST FORM

Please return this form with payment to:
Office of the Registrar, Marymount University, 2807 North Glebe Road, Arlington, VA 22207-4299
Fax: (703) 516-4505 registrar@marymount.edu

Electronic transcripts and FedEx delivery must be ordered through: <http://www.parchment.com/u/registration/32649/account>

Date of Request:			
STUDENT INFORMATION (*REQUIRED) – Please Print			
Student Name*			
Former/Maiden Name(s) used at MU			
Student ID (contains digits only) or SSN*			
Date of Birth*			
Current Address* Line 1			
Current Address Line 2			
City, State, Zip code, Country (if outside US)			
Telephone Number*			
Email Address*			
Dates of Attendance	Current Student:	Former Student: From (sem/yr): _____	Graduated (if applicable): To (sem/yr): _____
SHIPPING INFORMATION (Choose One Option* – Please fill out a separate form for each option and each mailing address)			
In Person Pick Up (Photo ID Required)/ Mail (Please fill out a separate form for each mailing address.)			
Pick Up – Same-Day	No. of Copies* _____ (\$10/copy)		
Regular Mail – Same-Day Processing	No. of Copies* _____ (\$10/copy)		
Pick Up – 3-5** Business Days	No. of Copies* _____ (Free) Please email me when ready for pick up		
Regular Mail – 3-5** Business Days Processing	No. of Copies* _____ (Free)		
Requests for FedEx shipping must be submitted through Parchment Storefront (http://www.parchment.com/u/registration/32649/account)			
MAIL TO ADDRESS – Please Print (Not Required if Using In Person Pick Up):		Mail to Name & Address Above	
Recipient/Attention/Department (ex. John Smith/Admissions Office)			
School/Institution/Company (ex. Marymount University)			
Address Line 1 (ex. 2807 N. Glebe Rd)			
Address Line 2 (ex. Apt. 123/Suite 123)			
City, State, Zip code, (Country if outside US)			
Special Instructions (Hold until degree, current term grades or Dean's List is posted)	Degree** (If graduating at end of current term)	Current semester grades** Please process my request when the current semester grades are posted (Ex. if order is placed in Mar. 2022, we will process when Spring '22 grades are posted)	Current semester Dean's List**
STUDENT SIGNATURE (*REQUIRED)			
STUDENT SIGNATURE* (pen to paper)			

Transcript includes all Marymount University coursework. Any outstanding obligations to Marymount University will delay the processing of your request.
**Allow up to 10 business days at the end of any term. Requests with "Hold until Degree is Posted" may require additional time.

STUDENT ACCOUNTS USE ONLY	OFFICE OF THE REGISTRAR USE ONLY
Processed by: _____ Date: _____ Cost: _____	Processed by: _____ Date: _____



CREDIT CARD PAYMENT FORM

FOR SAME-DAY PROCESSING TRANSCRIPT REQUESTS ONLY

Payment Amount Authorized* (write the total dollar amount):

*Note: A non-refundable 2.5% service fee will apply to all credit card payments

\$_____ – Same-Day Processing (\$10.00 per copy: Pick Up or Regular Mail) [Ex. 2 copies = \$20.00]

Payment Information:

Name on Card: _____

Billing Address: Street: _____

City: _____ State: _____ Zip Code: _____

Credit Card Type: VISA MasterCard American Express Discover

Credit Card Number: _____

Expiration Date: _____

3-digit security code (back of the card), if using American Express this is the 4-digit code on the front of the card: _____

Cardholder Signature: _____

Multiple charges due to submissions of this payment form to different offices are nonrefundable