

UNIVERSITY OF MICHIGAN-DEARBORN

ENROLLMENT SERVICES/REGISTRATION & RECORDS Transcript Request Form

Student ID Number or Social Security Number _____

Birth date (mm/dd/yy) _____

Last Name _____

First _____

Middle _____

Former (If Applicable) _____

Current Street Address _____

City _____

State _____

Zip _____

Telephone _____

Signature _____

Today's Date _____

Academic Unit _____

(e.g. CASL, Guest, Rack.)

Last Completed Term _____

List Degree(s) & Date _____

(UM-Dearborn degree only)

NUMBER OF TRANSCRIPTS(S):

OFFICIAL _____ Mailed Picked up Rushed (\$10.00 fee) Original Signature (\$10.00 fee)

UNOFFICIAL _____ Mailed Picked up

If mailing, submit **EXACT ADDRESS** where transcripts(s) should be sent:

Name and Address:

CHECK ONE (If applicable):

HOLD FOR CURRENT GRADES _____ HOLD UNTIL DEGREE IS POSTED _____ HOLD TRANSCRIPT CORRECTION _____

Please complete, sign and then mail, fax, email or deliver in person to the following address.

1169 University Center • 4901 Evergreen Road

Dearborn, MI 48128-1491

(313) 583-6500

(313) 593-5697 FAX

rr-transcripts@umich.edu

OFFICE USE ONLY:

DATE SUBMITTED _____

RUSH FEE PAID _____

FED EX FEE PAID _____

TIME SUBMITTED _____

CHECKED FOR HOLDS _____

R&R STAFF INITIALS _____

Transcripts & Records Policies and Regulations Effective November 26, 2007

There is **NO FEE** for Official & Unofficial Transcripts processed in 3-5 working days.

1) **HOLD CREDITS**

Requests will **not** be accepted if you have any financial obligation outstanding to the University.

2) **TYPES OF TRANSCRIPTS**

Official copies are printed on security paper which includes the University of Michigan-Dearborn seal and the Registrar's signature. Please note: Official transcripts given to the student are stamped **Issued to Student** and may not be accepted by other universities.

Unofficial copies are printed on plain paper and marked **Student Copy**.

3) **PROCESSING**

Please allow up to five (5) working days to process your request for a transcript. Under certain circumstances, such as the end of the term or upon graduation, requests may take longer to process.

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4) **PAYMENT**

Make check or money order payable to UM-Dearborn. If cash, exact change is expected. We are unable to accept credit cards.

RUSH: There is a **\$10.00 per transcript** fee for Rush transcript requests. Request submitted by 12:00 noon may be picked up after 4:00 p.m. the same day. If the request is submitted after 12:00 noon, the transcript(s) can be picked up any time after 12 noon. the next business day.

Federal Express: Transcripts sent by Federal Express are considered **RUSH** requests. In addition to the rush fee, there is a \$20.00 (priority overnight) or \$18.00 (standard overnight) FedEx fee. Requests must be submitted by 12:00 noon in order to be sent out the same day. If requested after 12:00 noon, they will be sent out the next business day.

FAX: Transcripts will only be faxed when the \$10.00 Rush Fee is paid.

Original Signature: There is a \$10.00 per transcript fee for transcripts requiring the original signature of the Registrar.

5) **STUDENT RECORDS ARE CONFIDENTIAL RECORDS**

Transcripts will be released only upon written request of the student.

6) **PARTIAL TRANSCRIPTS ARE NOT ISSUED**

Each transcript will include the student's complete academic record at the University of Michigan-Dearborn. No partial transcripts will be issued.

7) The transcript(s) you presented for admission have become an integral part of the files of the admitting offices and cannot be released, either directly or for copying purposes. It will be necessary for you to write directly to the institutions concerned to obtain copies of your previous records. In addition, documents such as SAT/ACT scores are not available from Enrollment Services/Registration & Records.