

## Baltimore Hebrew University Transcript Request Form Information for Completing

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1. This request form is only to be used for former Baltimore Hebrew University transcript requests.
2. If a Towson University transcript is also needed, please make a separate request using the Towson University transcript request form.
3. All requests for official transcripts must be submitted in writing.
4. Signature is required.
5. Completed form can be submitted as follows:
  - By fax to 410-704-3443
  - By mail to:  
Office of the Registrar/Records Office  
Towson University  
8000 York Road  
Towson, MD 21252
  - Hand delivered to:  
Registrar's Customer Service Center  
Enrollment Services Center  
Room 223
6. Requests for official transcripts will be processed within one to three business days.
  - Please allow three to five business days at the beginning or end of the semester.
7. There is ***no charge*** for a non-rush transcript.
8. A maximum of 5 ***non-rush*** transcripts can be processed per work day.
9. Rush service is \$10.00 for each transcript.  
**Mastercard, Visa & Discover are the only credit cards accepted.**

**PLEASE BE SURE TO SIGN BEFORE SENDING**



# Baltimore Hebrew University TRANSCRIPT REQUEST FORM

**TOWSON UNIVERSITY**  
Office of the Registrar/Records Office  
8000 York Road  
Towson, Maryland 21252-0001  
Phone: 410-704-3240 Fax: 410-704-3443

*To ensure the timely receipt of your transcript, allow one to three business days for processing, plus allotted time for mailing. Please allow three to five business days at the beginning or end of the semester.*

PLEASE PRINT LEGIBLY

Date: \_\_\_\_\_ **Signature (required):** \_\_\_\_\_

Social Security #: \_\_\_\_\_

Phone: \_\_\_\_\_ Work/Cell: \_\_\_\_\_

Name: \_\_\_\_\_

Previous Name: \_\_\_\_\_  
*Please list any previous names that may be on your academic record*

Student's Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Number of Copies: \_\_\_\_\_ Rush Service: \_\_\_\_\_

**A maximum of 5 non-rush transcripts can be processed per work day.  
There is no charge for a non-rush transcript.**

**RUSH SERVICE**  
Fee is \$10.00 for each transcript.

Credit Card # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ \***MASTERCARD, VISA & DISCOVER ONLY**

Send Transcript to: *(Please print information below)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICE USE ONLY**

Account Balance: \_\_\_\_\_ Date Mailed: \_\_\_\_\_ Processor: \_\_\_\_\_

**PLEASE BE SURE TO SIGN BEFORE SENDING**