

Official Transcript Request
O/DEAN, AARS (MADN-AARS)
ATTN: Graduate Records United
States Military Academy Official
Mail & Distribution Center
646 Swift Road
West Point, New York 10996-1905

PLEASE PRINT CLEARLY

Date _____

Last Name First Name Middle Initial Maiden/Former Name if applicable

Street/City/State/Zip Telephone Number

Social Security Number Graduation Class Year or Years Attended

CHECK ALL THAT APPLY

- _____ Enrollment Verification (*Current Cadets*)
- _____ Mail to your above address
- _____ Mail to the address(es) listed below
- _____ TO BE PICKED UP

- _____ Official (signed & sealed)
- _____ Unofficial for Cadet's records
- _____ Hold for final grades

1st ADDRESS (# of Transcripts) _____

3rd ADDRESS (# of Transcripts) _____

2nd ADDRESS (# of Transcripts) _____

4th ADDRESS (# of Transcripts)

TOTAL NUMBER OF TRANSCRIPTS ORDERED _____

STUDENT SIGNATURE _____

Due to changes in the processing of checks, all fees will be waived until further notice. Additionally, all transcript requests will be limited to maximum of 5 total transcripts.

If you wish the transcript(s) to be mailed out by Federal Express, include a Federal Express account number or credit card number with expiration date for billing. REMEMBER Federal Express needs a STREET address; it cannot be sent to a Post Office Box Number. We cannot FAX transcripts. NOTE: Fee's start at an average of \$17 or higher if choosing to use your credit card as funds for FedEx overnight

(for mailing via federal express only!)

Fed Exp. Acct No. _____ Credit Card Acct. No. _____ Exp. Date. _____



**OFFICE OF THE DEAN
UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK 10996-5000**

ACADEMIC RECORD

KEEP THIS INFORMATION FOR FUTURE USE

Cadets, graduates and former cadets may secure transcripts by writing or visiting in person:

O/Dean AARS (MADN-ARS)
ATTN: Graduate Records
United States Military Academy
Official Mail & Distribution Center
646 Swift Road
West Point, New York 10996-1905
Telephone (845) 938-3708/2051

The following information should be provided on each request: Date of request; full name, graduation class year, social security number, current address, complete address to which transcripts are to be sent (including zip code), and statement of official or personal use. Please make sure you sign your request, unsigned requests will be returned. **Transcripts cannot be FAXED.**

Most schools commonly require transcripts be sent directly from USMA. Official copies are printed on special paper with a raised seal and the Registrar's signature. Student copies are printed on plain paper and marked "Issued to Student". Please indicate whether the request is for official copies or student copies. Official copies can be provided directly to the student and will be sent in signed and sealed envelopes.

Letters of Evaluation/Application Forms: Letters of recommendation are most effective if obtained from an individual who knows you personally. However, the Academic Affairs and Registrar Services, Office of the Dean, will prepare letters of evaluation, upon request, based on information in your file. Additionally, many colleges require special forms from transfer students which must be completed by USMA.

The Privacy Act of 1974 forbids the release of personal information on an individual without his written consent, except under certain specified conditions. In effect, you control the release of information from your records; therefore, you will be required to submit some form of written release before information will be sent to organizations outside the Department of Defense.

James B. Dalton, Jr. Ph.D.
Professor and Associate Dean for
Academic Affairs and Registrar Services