

TRANSCRIPTS

Transcript Information

A transcript is a student's complete academic record at the University of Michigan-Dearborn. The transcript(s) that were 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 those previous records. In addition, documents such as SAT/ACT scores are not available from the Office of the Registrar.

Types of Transcripts:

Official Transcripts are printed on special protective paper or created with a secure PDF format. The transcript is only official if it has the University of Michigan-Dearborn seal and the Registrar's signature.

Unofficial Transcripts do not contain the University of Michigan-Dearborn seal or the Registrar's signature. Students may obtain an unofficial transcript at any time via the Student Information System (<https://apps-banner-xe5-prod.its.umd.umich.edu:7005/StudentSelfService/ssb/academicTranscript/>).

Requesting Transcripts

The University of Michigan-Dearborn has partnered with the National Student Clearinghouse (NSC) to provide transcript ordering online. This partnership allows orders 24 hours a day, seven days a week, and tracking via text message or email. The NSC website provides instructions for submitting a request, including selecting delivery options. Through the online system, you can order multiple transcripts in a single session and include attachments.

Processing Time

Electronic transcripts: a secured link to the transcript will be delivered to the intended recipient within one hour.

Paper transcripts: processing time is within 5 business days and are mailed via SecurePrint Services. If manual processing is required, please allow up to 5 days for processing.

Delivery Options

Electronic

Electronic transcripts are the preferred method of transcript delivery. A secured link to the transcript will be delivered to the intended recipient within one hour, though it could take 5 business days if the record requires manual processing.

Mail (Fees apply)

Transcripts will be mailed to the recipient via regular first-class U.S. mail within 5 business days by SecurePrint Services. You can track your order via the NSC transcript ordering website.

Pick-Up

The pick-up option is no longer available. If you need a copy of your transcript you must order a copy via NSC or by logging into the Student Information System.

For transcript questions, please email the Registrar's Office at registrars@umich.edu.

Rackham Transcript Information

Students who attended Rackham, Winter 1998 through the present may direct the transcript request to the Dearborn campus as indicated above under "Dearborn Transcript Information."

Students who attended Rackham prior to Winter 1998 or have graduated prior to January 1998 from the Rackham Graduate School must direct the transcript request to:

University of Michigan
Transcript Department
5000 LSA Building
Ann Arbor, MI 48109-1382
Email: ro.transcript.order.questions@umich.edu

Fax: 734-764-5556