



TRANSCRIPT REQUESTS

The instructions below are for current students of the University of Maryland. Alumni and former students requesting an official or unofficial transcript should use the forms at:

registrar.umd.edu/grades-records/transcripts.

Official Transcripts

If you would like to send an official transcript to an employer, you may do so directly through Testudo. You will need to know the employer's address. Please note that the registrar charges a small fee for each official transcript issued.

Unofficial Transcripts

To obtain your unofficial transcript for upload into Handshake or an employer's online system, follow these steps.

- Navigate to Testudo: <http://www.testudo.umd.edu/>.
- In the list of web services, you should see and click on Unofficial Transcript.
- Login using your directory ID or UID and directory password.
- Click the blue button in the upper right corner that says Print this Document.
- Print using system dialog, making sure to select Adobe PDF as your printer type.
- After clicking print, save the PDF File on your computer with the file name, lastname_transcript.

To upload the .pdf of your unofficial transcript into Handshake:

- Log in to Handshake. (Note: Your account must be active.)
- Under the Documents tab, click on Add New.
- Select Unofficial Transcript.
- Under Browse, find your unofficial transcript and select it.
- Finally, click Submit.