



USMA ACADEMIC RECORD REQUEST

- Academic records are protected under the Privacy Act. Records will be released only to the cadet or alum unless written authorization is provided by the record holder.
- Processing times vary based on request volume and verification requirements, typically within 4-5 business days. Same-day processing cannot be guaranteed.
- Current cadets are encouraged to use CIS to request records.
- Official electronic transcripts are issued through Parchment, the Academy's authorized electronic transcript provider for a nominal fee. Official transcripts cannot be sent through email. Order online from the Registrar page on www.westpoint.edu.
- Requests that contain incomplete information or cannot be verified may be delayed or returned without processing.
- Records cannot be faxed.

CADET / ALUM INFORMATION *(Subject to Voice Verification)*

Last Name	First Name	Middle Initial	Maiden / Former Names	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Street Address		City	State	Zip
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address			Telephone Number	
<input type="text"/>			<input type="text"/>	
Last 4 of SSN or USMA C-Number		Graduation Year or Dates of Attendance		
<input type="text"/>		<input type="text"/>		

REQUESTED RECORDS AND DELIVERY OPTIONS

Requested Record:

- Official Paper Transcript
- Syllabi *(include course and title below, email delivery)*
- Enrollment Verification
- Letter of Attendance
- Other *(describe below)*

Delivery Method:

- Mail to cadet / alum address above
- Mail to other addresses listed below
- To be picked up in AARS (Photo ID required)
- Emailed directly to cadet / alum listed above

Please describe your record request or give additional details

Mail to Name, School, or Organization

Street Address	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

REQUIRED SIGNATURE

Signature	Request Date
<input type="text"/>	<input type="text"/>

Email:
Registrar@westpoint.edu

Mail:
ATTN: Graduate Records
United States Military Academy
Official Mail & Distribution Center
646 Swift Road
West Point, New York 10996-1905

This request must include a verifiable government-issued digital signature (CAC/PIV) or a handwritten signature. Forms with handwritten signatures must be submitted by mail or scanned to send by email. Typed names or signature images are not accepted.



USMA ACADEMIC RECORD REQUEST (Continued)

CADET / ALUM INFORMATION *(Subject to voice verification, pre-filled from Page 1)*

Last Name	First Name	Middle Initial	Maiden / Former Names
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last 4 of SSN or USMA C-Number		Graduation Year or Dates of Attendance	
<input type="text"/>		<input type="text"/>	

TRANSCRIPT OR RECORD RECIPIENT #2

Mail to Name, School, or Organization

Street Address	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

TRANSCRIPT OR RECORD RECIPIENT #3

Mail to Name, School, or Organization

Street Address	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

TRANSCRIPT OR RECORD RECIPIENT #4

Mail to Name, School, or Organization

Street Address	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

TRANSCRIPT OR RECORD RECIPIENT #5

Mail to Name, School, or Organization

Street Address	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

TRANSCRIPT OR RECORD RECIPIENT #6

Mail to Name, School, or Organization

Street Address	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>