

REQUEST FOR OFFICIAL ACADEMIC TRANSCRIPT

OFFICE OF THE REGISTRAR
UNIVERSITY OF SOUTHERN MAINE
37 COLLEGE AVENUE
GORHAM, MAINE 04038

Please enter your name and address below:

Name: _____
Address: _____

The University of Southern Maine does not charge a transcript fee. The cost is covered by the Records Fee charged when a student registers.

The University will not issue an official transcript if a student owes a past due balance on a student tuition account or has defaulted on repayment of a student loan. Questions about holds should be addressed to the Student Billing and/or Student Loan Office.

I hereby authorize the release of my transcripts to the individual or organization indicated in the box below.

X _____
SIGNATURE (required for release of transcript)

Please check one:

_____ Unofficial to Student _____ Official to Student
(for own use or reimbursement of funds)

_____ Official in sealed envelope - (addressed to student for
for student to mail to school or college.)
_____ Official mailed to address below

Enter the number of transcripts ____ to be sent to the following person, concern or institution:

Please provide a complete address to ensure proper delivery. An incomplete address may result in a delayed arrival.

Date: _____

Student I.D.: _____ / _____ / _____

Dates of Attendance:

From: 19 _____ To: _____

List All Previous Names:
(maiden, or change of name)

Degree(s) Earned: _____

IE: Bachelor of Arts in English

Indicate College and Level:

Arts & Science Nursing
Applied Science Education
Business Non-Degree
Undeclared L/A College

Undergraduate ____ Graduate ____

Check as Appropriate:

__ Hold for Current Semester Grades
__ Fall __ Spring __ Summer
__ Hold until Degree Conferred
__ Send Immediately

Please check if you have transcripts with other Maine Campuses that you would also like sent:

__ UMA __ UMF __ UMFK
__ UMM __ UMO __ UMPI
Or
__ CEU'S (Continuing Educ. Units)

Do not write below this line

Total Official Transcripts _____
To Addressee: _____
To Student: _____

Date Request Processed & Mailed:

_____ By: _____