

REQUEST FOR OFFICIAL ACADEMIC TRANSCRIPT

UNIVERSITY OF SOUTHERN MAINE
Student Billing - Transcripts
PO Box 9300
Portland, ME 04104
FAX (207) 228-8591

Transcripts may be picked up at any Registrar service location.

Please **PRINT** your *current* **NAME** and **HOME** address below:

Name: _____
Street: _____
City: _____ State: _____ Zip: _____
Telephone: (____) _____

The University of Southern Maine *does not* charge a fee for academic transcripts.

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

I hereby authorize the release of my transcripts to the individual or organizations indicated below.

X _____
SIGNATURE (required for release of transcript)

Official Transcripts are embossed with the University Seal.

Please check as appropriate:

- ___ Official issued directly to Student (mailed to address above for own use or reimbursement of funds).
- ___ Official in sealed envelope (mailed to address above for student to mail to a college or business).
- ___ Official to be mailed by USM (sent directly to someone other than the student).

Total number of transcripts requested: _____

Allow 5 - 10 business days for processing.

Please include a *complete* mailing address to ensure proper delivery. An incomplete address may result in a delayed arrival or non-delivery. Attach a list or use the back of this form for additional address.

Attn/Dept: _____
Univ/Bus: _____
Street: _____
City: _____ State: _____ Zip: _____

Date: _____

Student ID: _____

Date of Birth: _____

APPROXIMATE Dates of Attendance:

From: _____ To: _____
ie: Fall 89 Aug 92

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

Indicate Level:

Undergraduate Graduate

Degree(s) Earned: _____

ie: Bachelor of Arts in English

Check ONLY ONE per request:

Hold for **Current Semester** Grades

Fall Spring Summer

Hold until Degree Conferred

Send Immediately

If you need transcripts from other, previously attended, UNIVERSITY OF MAINE SYSTEM campuses, select the campus below and we will forward this request to them:

- UMA UMF* UMFK
- UMM UMO UMPI

USM Center for Continuing Education*

* Please contact Division for Pricing.

CEU - 207-780-5900

UMF - 207-778-7000

FOR OFFICE USE ONLY

Total Official Transcripts: _____

To Addressee: _____

To Student: _____

Processed & Mailed

/ / By: _____