

INSTRUCTIONS FOR ORDERING AN OFFICIAL TRANSCRIPT

The Family Educational Rights and Privacy Act of 1974 (FERPA) requires that all transcript requests must be submitted in writing, signed and dated by the person to whom the record belongs. Telephone requests for transcripts **CANNOT** be accepted.

- **This form may only be used to request physical paper transcripts.** For more information about ordering an electronic transcript, please go to our website: <https://usm.maine.edu/transcripts>
- Please provide as much of the requested information as you are able. If you are unsure of your Student ID number or dates of attendance/graduation, you may leave those fields blank.
- **For your security, please DO NOT PROVIDE your Social Security Number on this form.**
- The issuance of partial transcripts is strictly prohibited.
- You may complete this form electronically using Adobe Reader, or print the form to fill it. **Your signature is required for your transcript order to be fulfilled.**

HOW TO SUBMIT YOUR TRANSCRIPT ORDER

- **Email your order to the Office of Registration and Scheduling: registerusm@maine.edu**
The following document types are accepted: pdf, scan, or photo/image file.
- **If you prefer, this form can be submitted via fax, mail, or in person. You are welcome to visit any of the following campus locations during business hours for in-person transcript requests:**
 - 140 Luther Bonney Hall, Portland Campus
 - 107 Bailey Hall, Gorham Campus
 - Room 119, Student Success Center, Lewiston-Auburn Campus

Under Maine law, the University must provide current and former students their official transcript or diploma upon request, regardless of a past due balance or debt owed to the institution. Students with a record hold due to a past due balance should contact the Student Accounts Office to request a temporary removal of the hold so the student can then request their official record(s) through the University Registrar's Office or available self-service options. Those with past due balances of \$2,500 or more must enter into a payment plan before the hold is temporarily removed and their record(s) can be requested. For more information please contact the Office of Student Financial Services at (207)780-5250

TRANSCRIPT REQUEST FORM

The Family Educational Rights and Privacy Act of 1974 (FERPA) requires that all transcript requests received by mail or fax be signed and dated by the person to whom the record belongs. Telephone requests **CANNOT** be accepted. There is a limit of **TEN** transcripts per request.

Please allow 3-4 business days for processing.

STUDENT INFORMATION

Student ID (if known): _____ Date of Birth: _____

Name: _____ All previous names: _____ / _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Check this box to update the address/phone number on your student record:

Are you currently enrolled? Yes No - Please provide your last year of attendance (if known): _____

TRANSCRIPT PROCESSING INFORMATION - LIMIT 10 PER ORDER

Indicate when and where you would like your paper transcript(s) to be mailed. This form may only be used to order physical transcripts. Instructions for placing an electronic transcript order can be found at: usm.maine.edu/transcripts

Process this transcript order: Immediately Hold until my degree is awarded

Hold for Current Session Grades: Fall Winter Spring Summer

Please send _____ copies to my current address listed above in the Student Information box.

Please send _____ copies to the address below:

Attention or Department: _____

University or Business: _____

Street Address: _____

City: _____ State: _____ Zip: _____

For additional addresses, please attach a separate list to this order form.

SIGN HERE - STUDENT SIGNATURE IS REQUIRED

Signature: _____ Date: _____

Department Use Only:

Process Date: _____

Staff Initials: _____