Request a USM Transcript
There are five different ways you can order a transcript:

***Please note that you do not need to order transcripts for admission to other University of Maine System schools, as they are able to access your academic record through Maine Street, as long as there is no hold on your account which prevents production of your transcript.***

1) eTranscript-secure, fast electronic delivery **New Service**

The University of Southern Maine has partnered with the National Student Clearing House to provide secure delivery of official transcripts.
- Transcripts can be sent electronically, when ordering an electronic transcript you will need: the email address of the recipient and know that this email address can receive electronic transcripts.
- by regular US Mail, and by express/priority US Mail.

The fee for this service, to be paid by credit card, is:
- $4.00 per transcript for electronic delivery, which will be normally received by the recipient within 8 hours from the time of submission
- $2.25 for regular mail, which normally will be sent within 3 business days
- An express fee will be displayed at the time of ordering and the transcript will be processed within 1 business day.

Click here to place your Electronic Transcript order (use the orange Order-Track-Verify tab in the upper right hand corner)

2) Request Official Transcript through the Maine Street Student Center
If you have access to MaineStreet, and have no holds on your account, you should be able to order an Official Transcript from your MaineStreet Student Center:
- Login to MaineStreet
- Select Self-Service
- Select Student Center
- Select Transcript: Request Official from the drop-down box labeled “Other Academic.”

Transcripts requested in this way will normally be processed within three business days. You should be able to check the status of your request by returning to the request page.

Click here to go to MaineStreet.

3) Written/faxed request
Complete the request form by clicking on this link Transcript Request form.
4) Request in Person
You may come to any of the following campus locations for in person processing of transcripts:
- 118 Payson Smith Hall, Portland.
- 107 Bailey Hall, Gorham.
- 119 LAC, Lewiston-Auburn

5) Generate your own unofficial transcript in Maine Street
- Login to MaineStreet
- Select Self-Service
- Select Student Center
- Select Transcript: Request Unofficial from the drop-down box labeled “Other Academic.”

You should be able to generate and print an unofficial “Issued to Student” copy of your transcript from your own computer.

Click here to go to MaineStreet.

Still have questions?
Call: 207-780-5233 or email: registerusm@maine.edu.

For other University of Maine System campuses, please check their web site for instructions.