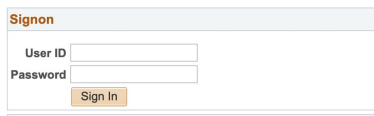



Description

A step-by-step guide for students to request an official transcript in MaineStreet.

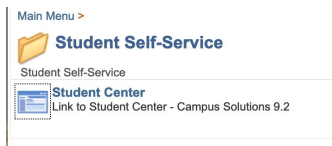
1. Log onto [MaineStreet](#) by using your student User ID and password (note: password is the same for the Portal and your university email).



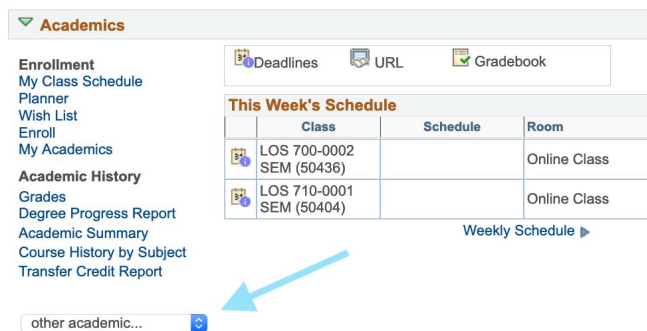
2. In the Menu select *Student Self-Service*



3. Select Student Center



4. In your Student Center, under Academics, utilize the drop down box and select *Transcript: Request Official*



This Week's Schedule		
Class	Schedule	Room
LOS 700-0002 SEM (50436)		Online Class
LOS 710-0001 SEM (50404)		Online Class

5. In the next screen, answer the prompts required to process your transcript. Note: there are options to hold processing until grades have been posted or degree has been awarded in step 2 listed below. Press submit at the end to submit your request

Request Official Transcript

Select Institution



Information For Students

***** IMPORTANT NOTICE *****

Due to the Public Health Advisory related to COVID19, the Office of Registration and Scheduling Services is closed to the public and is being staffed remotely. There may be delays or disruptions in processing transcript requests submitted through MaineStreet Self Service. During this time, it is recommended that transcript requests be placed using other available options provided by the National Student Clearinghouse. Visit <https://usm.maine.edu/registration-services> to view additional transcript ordering options.

You may still use this feature to order transcripts for the end of the spring term. If you would like for us to hold your request until your current term grades and/or degree are posted, please select the appropriate option under "Select Option" below.

Select Processing Options

If you choose to have your request held for grade posting or degree conferral, your transcript will not be processed until the requested information has been posted for the specified term.

2 Select Option

3 Quantity

Enter Recipient Address Information

4 Send to My Address Type
 Mail to Someone Else

Name

Address: [Edit/Enter Address](#)

Country: United States

****Incomplete address information will delay your request.****

****Please do not request official transcripts for other University of Maine System (UMS) institutions.****

They are available to UMS Admissions and Transfer staff if you do not have a hold on your account.