



UNIVERSITY OF NEW ENGLAND

Transcript Request Form

- * Allow 3-5 business days for processing any request including unofficial transcripts.
- * Current UNE students can print unofficial transcript from their U-Online account.
- * Transcripts **cannot** be released to any former or current student who has financial obligations to UNE

Student's Name (while at UNE) _____

Personal Reference # (or SSN#) _____

Date of Birth (MM/ DD/ YY) _____

Current Address and Phone # _____

| | | |
|------------------------------------|--------------------------|------------------------|
| School Campus while at UNE: | | Dates Attended: |
| Saint Francis College | <input type="checkbox"/> | _____ |
| Biddeford or Portland Campus | <input type="checkbox"/> | _____ |
| Westbrook College | <input type="checkbox"/> | _____ |
| Online / Distance Learning | <input type="checkbox"/> | _____ |

➤ PLEASE ALLOW 3-5 BUSINESS DAYS FOR PROCESSING<

* Number of copies: _____ (maximum of 10 copies per request)

Check box when requesting transcripts to be released to multiple addressed. Write the additional addresses on the back of this form or on a separate but attached sheet of paper.

Recipient's Name and Address:

PLEASE CHECK ONE:

- Mail immediately (3-5 business days)
- Hold for current terms grades to be posted. Fall____
Spring____ Summer____
- Mail after degree date posted
- Mail after grade change for: course subject _____
title_____
- Fax Transcript (**Unofficial ONLY**)

Fax # () _____ - _____

Attention: _____

- I will pick it up after 3-5 business days on the:

Biddeford Campus

Portland Campus

Documents not retrieved in 2 weeks will be shredded.

Student's Signature: _____ **Date:** _____