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

<table>
<thead>
<tr>
<th>Student's Name (while at UNE)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Reference # (or SSN#)</td>
<td></td>
</tr>
<tr>
<td>Date of Birth (MM/ DD/ YY)</td>
<td></td>
</tr>
<tr>
<td>Current Address and Phone #</td>
<td></td>
</tr>
</tbody>
</table>

School Campus while at UNE:  
- Saint Francis College  
- Biddeford or Portland Campus  
- Westbrook College  
- Online / Distance Learning

Dates Attended:

- [ ] ____________
- [ ] ____________
- [ ] ____________
- [ ] ____________

* 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: __________________________