REGISTRAR'S OFFICE
University of Maine at Presque Isle
181 Main Street \* 235 Preble Hall
Presque Isle, ME 04769
(207) 768-9607 (voice) -- (207) 768-9458 (fax)
Email umpireg@maine.edu

http://www.umpi.edu/offices/registrars-office

## INFORMATION FOR ORDERING AN OFFICIAL TRANSCRIPT

The Family Educational Rights and Privacy Act of 1974 requires that all transcript requests be in writing, signed and dated by the person to whom the record belongs. Telephone requests <u>CANNOT</u> be accepted.

- You can assist us in giving speedy, accurate service by providing complete information on your request form.
- After signing and dating your request, send it to the address or fax number at the top of the request form.
- There is no fee for a transcript. Requests for transcripts issued to the student are limited to 10 per request. The Registrar's Office reserves the right to limit unreasonable requests.
- Any transcript released to you will be stamped as "Issued to Student."
- We are unable to fax <u>official</u> transcripts. If a copy of your transcript is being faxed, it will be an <u>un</u>official copy.
- The issuance of partial transcripts is strictly prohibited.
- University policy prohibits issuing transcripts to any student indebted to the University.

Revised: January 23, 2019



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Please be sure to <u>completely</u> fill out this form to avoid any delay in processing.

Allow 3-5 Business Days for Processing

## STUDENT INFORMATION

MaineStreet ID#	<b>OR</b> SSN/SIN#	Date of Birth:	
Current Name:Last			
Last All Previous Last Names:	First	Middle	
Years of Attendance at UMPI: From	om: To:		
Your Mailing Address:			
City:	State:	Zip:	
E-mail address:	Daytime Phone Number:		
		Date:	
(This section must be completed even if mailing transcript to address provided above. Failure to provide an address will result in delayed processing.)  For additional addresses, please attach a list.  Student is Responsible for Correct and Complete Mailing Address  Please sendcopies of my transcripts to:			
Name/Organization:			
Address:			
	State:	Zip:	
Send My Official Transcript:  Now Deadline (date After My Degree Has Been A After Grades are Posted for the	warded. Graduation Date: he Semester Indicated:Fall	( <i>month/year</i> ) SpringSummer	
- Nelease to.	on	(date)	
OFFICE USE ONLY			
Record Verified: Initia	als: Transcript Pro	Transcript Processed on:	
Holds: Bursar Loan	Letter or E-mail Sent:	(date)	