



UNIVERSITY OF NEW ENGLAND

Transcript Request

*** Required Fields**

*Student's Name:
(Or Maiden Name)

*Current Address

*Phone #

*Personal Reference #
or Social Security #:

*D.O.B.:
(MM/DD/YYYY)

Dates Attended:

*School Campus:

Saint Francis College

Biddeford or Portland Campus

Westbrook College

Online / Distance Learning

➤ PLEASE ALLOW 3-5 BUSINESS DAYS FOR PROCESSING ◀

*Please release _____ copy(ies) of my **official** transcript (a maximum of 10 copies per request)
Current UNE students: An **unofficial** transcript can be printed from U-ONLINE

Recipient 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 → course name and section # _____
- I will pick it up

Fax Transcript → **Unofficial ONLY**

Fax # () _____ - _____

Attention: _____

➤ CHECK BOX WHEN REQUESTING A TRANSCRIPT BE RELEASED TO MULTIPLE ADDRESSES,
PLEASE WRITE MULTIPLE ADDRESSES ON BACK OF THIS FORM ◀

Student's Signature: _____

Date: _____

Please Note: Transcripts **will not** be released to any former or current student who has financial obligations with the University of New England.

Mail/Fax Information:

Attended Saint Francis College, University of New England or Online/Distance Learning:

Mail completed form to Att: Registrar's Office Biddeford Campus or Fax to (207) 602-5927

Attended Westbrook College (prior to 1996):

Mail completed form to Att: Registrar's Office Portland Campus or Fax to (207) 221-4898

REGISTRAR'S OFFICE

Biddeford Campus 11 Hills Beach Road (Decary Hall, Room 114) Biddeford, Maine 04005 - (207) 602-2473

Portland Campus 716 Stevens Avenue (Hersey Hall, Room 119) Portland, Maine 04103 - (207) 221-4200

Website: www.une.edu/registrar