



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 Current Name

Student's Previous Name (s)

Personal Reference # (PRN) (or SSN#)

Date of Birth (MM/DD/YY)

Phone Number

Current Address

School Campus while at UNE: Dates Attended:

Saint Francis College

Biddeford or Portland Campus

Westbrook College

Online/Distance Learning

➤ 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.

***All transcripts sent to the student will be stamped "Issued to Student"**

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 _____
- 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.

***Photo ID must be presented at time of pick up.
All transcripts being picked up will be stamped "Issued to Student".**

Student's Signature: _____ Date: _____