

**OFFICIAL ACADEMIC TRANSCRIPT REQUEST**

**Husson University \* Registrar's Office  
One College Circle \* Bangor, ME 04401  
Fax 207-941-7151**

Student Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Student Address: \_\_\_\_\_ Id. No. \_\_\_\_\_ Date of Birth: \_\_\_\_\_

\_\_\_\_\_ Phone No. : \_\_\_\_\_

Are you a current student? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, when did you last attend: \_\_\_\_\_

Did you attended NESCom: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when did you last attend: \_\_\_\_\_

**Would you like us to send your transcript (please check off ONLY if appropriate)**

\_\_\_\_\_ When your final grades have been posted. (From the \_\_\_\_\_ semester)

\_\_\_\_\_ When your degree has been posted on your transcript. (My expected graduation date is \_\_\_\_\_)

**Transcript Fees:**

Free (up to 5 - additional copies are \$3.00 each)

Same day service \$5.00

Transcripts mailed within the Husson University system are at no charge

**I am requesting the following service:**

\_\_\_\_\_ Send transcript to me at address listed above.

Number of transcripts to be mailed to you \_\_\_\_\_

Would you like them - Issued directly to you \_\_\_\_\_ *OR* Issued in a sealed envelope \_\_\_\_\_

\_\_\_\_\_ I will pick up my transcript on \_\_\_\_\_. (IF PICKING UP THE TRANSCRIPT ON THE SAME DAY AS REQUESTED, SAME DAY SERVICE CHARGE WILL APPLY)

Number of transcripts to be picked up \_\_\_\_\_

Would you like them - Issued directly to you \_\_\_\_\_ *OR* Issued in a sealed envelope \_\_\_\_\_

\_\_\_\_\_ Send transcript to person or institution listed below (NOT GUARANTEED SAME DAY SERVICE)

Number of transcripts to be sent \_\_\_\_\_

\_\_\_\_\_ Send transcript TODAY to person or institution listed below (SAME DAY SERVICE CHARGE WILL APPLY)

Number of transcripts to be sent TODAY \_\_\_\_\_

**If you have requested that we mail your transcript to an individual or organization, other than yourself, please provide us with a complete address. THE REGISTRAR'S OFFICE WILL NOT BE HELD RESPONSIBLE FOR DELAYED OR NON-ARRIVAL OF YOUR TRANSCRIPT IF COMPLETE ADDRESS IS NOT PROVIDED.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student Signature**

(required): \_\_\_\_\_ Date: \_\_\_\_\_

**IF YOUR RECORD HAS BEEN ENCUMBERED BY FINANCIAL INDEBTEDNESS TO HUSSON UNIVERSITY, NO TRANSCRIPT CAN BE ISSUED UNTIL ENCUMBRANCE HAS BEEN CLEARED.**

Financial Clearance by: \_\_\_\_\_ Date: \_\_\_\_\_

-----  
FOR OFFICE USE ONLY  
Total Number of Transcripts \_\_\_\_\_ Sent Student \_\_\_\_\_ Student Picked up \_\_\_\_\_ Mailed to Third Party \_\_\_\_\_

Total Charge \_\_\_\_\_ Paid by: Cash \_\_\_\_\_ Check # \_\_\_\_\_ Money Order # \_\_\_\_\_

Transcript Prepared By: \_\_\_\_\_ Date Sent or Picked Up: \_\_\_\_\_



The following information is requested to help Husson assess how well it completes its mission of transforming student's lives. The data will be saved anonymously and only used in aggregate form. This information is purely voluntary.

Did you graduate from Husson? Yes \_\_\_ or No \_\_\_ Currently Enrolled \_\_\_

If yes, please complete the following questions for most recent degree.

Year graduated: \_\_\_\_\_

Degree received: AS \_\_\_ BS \_\_\_ MS \_\_\_ MBA \_\_\_ PharmD \_\_\_ DPT \_\_\_

Major: \_\_\_\_\_

Are you currently employed? Yes \_\_\_ or No \_\_\_

If yes, please provide name of company \_\_\_\_\_

If yes, is your job related to the program you studied at Husson? Yes \_\_\_ or No \_\_\_

If currently employed, what is your annual salary?

- |                         |                           |
|-------------------------|---------------------------|
| ___ < \$30,000          | ___ \$90,000 - \$99,999   |
| ___ \$30,000 - \$49,999 | ___ \$100,000 - \$109,999 |
| ___ \$50,000 - \$59,999 | ___ \$110,000 - \$119,999 |
| ___ \$60,000 - \$69,999 | ___ \$120,000 - \$129,999 |
| ___ \$70,000 - \$79,999 | ___ \$130,000 - \$139,999 |
| ___ \$80,000 - \$89,999 | ___ \$140,000 or higher   |

Are you currently in graduate school? Yes \_\_\_ or No \_\_\_

If yes, please specify name of school \_\_\_\_\_

Major/program \_\_\_\_\_

Degree sought: MS \_\_\_ Post MS \_\_\_  
PhD \_\_\_ Professional Doctorate \_\_\_

Thank you for your time.