

OFFICIAL ACADEMIC TRANSCRIPT REQUEST – BY MAIL ONLY

**Husson University * Registrar's Office
One College Circle * Bangor, ME 04401
Fax 207-941-7151 * registrar@husson.edu**

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 attend NESCom: Yes _____ No _____ If yes, when did you last attend: _____

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

Note: Any transcripts requesting during the final grade period will be held and processed once the final grading period has closed.

_____ 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 _____. (Same day service fee will be applied if picking up today)

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: _____

Maine Session 130 Law Chapter 538 PL -LD 1838 Prohibits Husson University from withholding transcripts due to past due/owed debts. While we must release this transcripts and diplomas, law allows that if you owe \$2,500 or more you will be required to establish a payment plan with the University before transcripts will be released. Contact Student Accounts at (207) 941-7150 if you need to setup a payment plan to ensure your transcript request is processed in a timely manner.

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: _____