



University of Maine at PRESQUE ISLE
North of Ordinary

OFFICE OF STUDENT RECORDS
University of Maine at Presque Isle
181 Main Street * 235 Preble Hall
Presque Isle, ME 04769
(207) 768-9541 (voice) -- (207) 768-9458 (fax)
<http://www.umpi.edu/university-offices/osr>

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 **CANNOT** 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 Office of Student Records reserves the right to limit unreasonable requests.
- Any transcript released to you will be stamped as "Issued to Student."
- We are unable to fax official transcripts. If a copy of your transcript is being faxed, it will be an unofficial copy.
- The issuance of partial transcripts is strictly prohibited.
- University policy prohibits issuing transcripts to any student indebted to the University.

