

• Please type or clearly print all information. • A hand-written signature is required for the release of records. • Allow 5-10 business days for standard processing. • Older records and/or requests with incomplete information may have delays in processing. • Records are not released if there is an outstanding financial obligation to CMCC. • First 10 Official Transcripts are free. • Additional Official Transcripts are \$3.00 each and must be paid in advance. • Expedited requests for record release via US Mail or Fax can be made for a \$25.00 fee per transcript, which in most cases means the transcript will be sent out the same day the request was received. • If you are a current student transferring to another institution, please complete a withdrawal form. • Records are not released by e-mail. •

Student Name: _____

Previous Name: _____

Student ID: _____

Birth Date: _____

SSN: _____

Attended Prior to 1985 _____

Student's Contact Information

Complete Mailing Address:

 (Street/PO Box)

 (City, ST Zip)

Phone: _____

E-Mail: _____

I am requesting:

_____ Official Transcripts

_____ AccuPlacer Test Scores

_____ Unofficial Transcripts

Please Sign Below: Date: _____

 EXPEDITED Processing* (US Mail)- \$25 per transcript, usually processed the same day, sent by standard mail

 EXPEDITED Processing* (FAX & Mail) - \$25 per transcript, usually processed the same day, must include contact name, address, and complete fax number with area code, copy also mailed if address provided

 Standard Processing* (US Mail ONLY) – First 10 copies free per student/lifetime, \$3 each additional, processed within 5-10 business days

Payment required before processing. "Send to" information must be complete and include recipient name/institution, address, city, state, and zip code. Requests for faxing must include recipient name, recipient phone number, and recipient fax number, including full area codes. Call (207) 755-5292 with payment via MasterCard, Visa, or Discover card

All transcript requests for any University of Maine school will be sent to the central processing center in Bangor.

 Number of Copies: _____ Wait For Final Grades:

Send To:

 (Person/Dept)

 (School/Business Name)

 (Street/PO Box)

 (City, ST Zip)

 Number of Copies: _____ Wait For Final Grades:

Send To:

 (Person/Dept)

 (School/Business Name)

 (Street/PO Box)

 (City, ST Zip)

Office Use:

Date Released: _____ Released By: _____

The Federal Educational Rights & Privacy Act of 1974 requires that all transcript requests must be in writing, signed, and dated by the person to whom the record belongs.