



TRANSCRIPT REQUEST FORM

HOW TO SUBMIT

By Mail: 2 Fort Road, South Portland, ME 04106

By Fax: (207) 741-5760

By Email: PDF or JPEG format to registration@smccme.edu

- Please print or type all applicable information on this form. A SIGNATURE IS REQUIRED to authorize the release of your transcript.
- There is no fee for paper transcripts via USPS. Allow 5-7 business days for processing.
- SMCC will not be responsible for delays due to incomplete information.
- **Transcripts are not sent if you have an outstanding financial obligation to the college over \$500 unless a payment plan is in place.**

Please note: SMCC does not fax transcripts for security reasons.

Student Information			
Last Name	First Name	Middle Initial	
Maiden/Other Name	Birth Date (mm/dd/yyyy)	Social Security Number (optional)	
Current Mailing Address / Street Address	City	State	Zip Code
Current Cell Number	Home Phone (if different from cell)	Student ID Number (if known)	

Request Reason (choose one)

- Job Application, Including Certification/License (JB)
- Transfer to Another College/University (TR)
- Application for Financial Aid, Scholarship, or Grant (FA)
- Pursuit of Opportunity in Military or National Guard (ML)
- Pursuit of Other Postsecondary Educational Opportunities (ED)
- Personal Use (PE)

Student Signature (required for release of transcript - DO NOT TYPE - please print & sign OR use Adobe Acrobat Reader sign/draw option)
X

- | | | |
|---|--|--|
| <input type="checkbox"/> Official sealed transcript
<i>Appropriate for college/scholarship applications. Sent by USPS only (or FedEx if overnight option is selected). Please fill out address information below if applicable.</i> | <input type="checkbox"/> Unofficial Student Copy
<i>Appropriate for employment or personal records. This will bear a "STUDENT COPY" stamp.</i> | <input type="checkbox"/> Official Electronic Transcript (\$6.00)
<i>Requests for Official Electronic Transcripts are processed and fulfilled through Parchment.com. Please DO NOT USE THIS FORM to request an electronic transcript; instead visit the SMCC Storefront in Parchment to create an account, make a request, and submit payment for e-transcripts. E-Transcript requests are generally processed within 24 hours/one business day.</i> |
|---|--|--|

- Special Requests**
- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Overnight Mail* (\$55.00)
<i>Cannot be delivered to a P.O. Box. Delivery is by FedEx Standard Overnight Mail. Overnight transcripts must be requested and paid for by 2pm.</i> | <input type="checkbox"/> Pick-Up
<i>Transcripts are available in the Registration Office 24 business hours after the request. Photo ID required for pick up.</i> | <input type="checkbox"/> HOLD for final grades of current semester. | <input type="checkbox"/> Reorder of Diploma or Certificate* (\$20.00) <i>May take up to 6 months for printing and delivery. Name will be displayed as recorded in our student database at time of attendance.</i> |
| | | <input type="checkbox"/> HOLD for confirmation of academic degree. | |

Recipient 1 Address Information (if different from student's address)			
Name of Recipient or Institution	Department / Person at Institution		
Mailing Address / Street Address	City	State	Zip Code

Recipient 2 Address Information			
Name of Recipient or Institution	Department / Person at Institution		
Mailing Address / Street Address	City	State	Zip Code

*Students should make checks payable to SMCC or call the Student Accounts Office directly (207-741-5530) to make payment over the phone with credit or debit cards.

Office Use Only		
Date Received: _____	Date Released: _____	Released By: _____