



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.
- SMCC will not be responsible for delays due to incomplete information.
- There is no fee for transcripts. Allow 5-7 business days for processing.
- **Transcripts are not sent if you have an outstanding financial obligation to the college for any reason.**

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) | |

| Student Signature (required for release of transcript -- typed/font signatures are not acceptable) |
|--|
| X |

Transcript Options (select all that apply)

- Official sealed transcript**
Appropriate for college/scholarship applications. Sent by USPS only (or FedEx if rush option is selected). Please fill out address information below if applicable.
- Unofficial Student Copy**
Appropriate for employment or personal records. This will bear a "STUDENT COPY" stamp.
- Official Electronic Transcript (\$6.00)**
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.

Special Requests

- RUSH / Overnight Mail* (\$25.00)** **Pick-Up** available in the **HOLD** for final grades of current semester. **Reorder of Diploma or Certificate* (\$20.00)** May take up to 6 months for printing and delivery. Name will be displayed as recorded in our student database at time of attendance.
- RUSH AND PICK-UP OPTIONS TEMPORARILY UNAVAILABLE DUE TO COVID** **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 Billing 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: _____ |