

SOUTHERN MAINE COMMUNITY COLLEGE
2 Fort Road, South Portland, Maine 04106
Enrollment Services Center

******TRANSCRIPT REQUEST******

Please print ALL applicable information on this form.

Allow 5 - 7 days for processing.

SMCC is not responsible for delays due to incomplete information.

Currently Enrolled Not Currently Enrolled Other Name(s) Used: _____

Major / Classes Taken: _____

If not currently enrolled, what were your dates of attendance? ___/___/___ to ___/___/___

If you wish to receive your transcript in 24 hours, \$15.00 must accompany this request. Delivery options are pick-up (guaranteed) or overnight mail (not recommended). Please make check payable to SMCC or submit form to Student Billing if you wish to provide credit card information.
Transcripts are not sent if you have an outstanding financial obligation to the college for any reason.

Student's Present Contact Information (please include for confirmation purposes, even if transcripts are not being mailed to you):

Name: _____

Address: _____

_____, _____

Phone #: _____

Official sealed transcript
(college/scholarship app.)

Unofficial/Student copy
(employment/personal records)

Unofficial transcripts forwarded directly to student will bear a "STUDENT COPY" stamp.
Please note that we are unable to fax student transcripts for security reasons.

Forward transcript to:

Institution: _____

Dept./Person: _____

Address: _____

_____, _____

Hold for final grades of current semester (otherwise transcripts will be mailed within 7 days)

Signature (required for release of transcript)

Student ID# / Social Security#

Please send this form to Enrollment Services, 2 Fort Road, South Portland, ME 04106 or fax to: 207-741-5760.

*****OFFICE USE ONLY*****

Date Received: _____

Transcript Sent: _____

Fee Letter Sent: _____

Amount Paid: _____

Fee/Info Rec'd: _____

Receipt Number: _____