



SOUTHERN  
MAINE  
COMMUNITY  
COLLEGE

# 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](mailto: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

#### ☐ Official sealed transcript

Appropriate for college/scholarship applications. Sent by USPS only (or FedEx if overnight 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](http://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.

### Special Requests

☐ **Overnight Mail\* (\$55.00)**  
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.

☐ **Pick-Up**  
Transcripts are available in the Registration Office 24 business hours after the request. Photo ID required for pick up.

☐ **HOLD** for final grades of current semester.

☐ **HOLD** for confirmation of academic degree.

☐ **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.

### 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: \_\_\_\_\_