

# TRANSCRIPT REQUEST

**POLICY:** All transcripts are "Official" bearing the seal of the College and authorized signature. No final transcripts will be issued until all financial obligations to the College have been satisfied.

**CHARGES:** Transcripts must be paid for in advance with Cash, Check or Money Order only. For your convenience, Saint Mary's College has authorized the National Student Clearinghouse to provide transcript ordering online. You must order transcripts online using a major credit card, please visit: [www.studentclearinghouse.org](http://www.studentclearinghouse.org)

## Student Information (Please Print):

Name: _____
Address: _____ _____
Phone Number: _____

## Send Transcript to:

_____
_____
_____

The student is responsible for correct address.

## Transcripts are mailed regular U.S. Mail. When should transcript be processed?

- \$5.00 - Now (allow 3 – 5 working days)
- \$15.00 - **RUSH-24 Hour** (processed within 24 hours of receipt of request & payment)
- \$25.00 - **RUSH-Same Day Service** (processed while you wait)
- After final grades for \_\_\_\_\_ Term 20\_\_\_\_\_
- After incomplete is cleared for \_\_\_\_\_ Term 20\_\_\_\_\_
- After degree is posted

Number of copies to be sent \_\_\_\_\_ Additional copies to student \_\_\_\_\_

**Office of the Registrar  
Saint Mary's College of California  
P.O. Box 4748  
Moraga, CA 94575  
(925) 631- 4214 – office**

<b>For Office Use Only:</b>
Fee Paid: _____
Date Sent: _____

Date of Request \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date of Birth \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

ID# \_\_\_\_\_

Dates of attendance \_\_\_\_\_ to \_\_\_\_\_

Currently enrolled: Yes  No

\_\_\_\_\_  
Surname Used at SMC

\_\_\_\_\_  
Student Signature