

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

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

Student Information (Please Print):

Name: _____
Address: _____ _____
Phone Number: _____

For Business Office Use Only:
Date: _____
Fee Paid: _____

Hold Transcript for Pick up: **Attachment**

For Registrar's Office Use Only:
Date Sent: _____
Initials: _____

Send Transcript to: (All Transcripts are mailed regular U.S. Mail)

The student is responsible for correct address.

Date of Request ____/____/____

Date of Birth ____/____/____

ID# _____

Please select processing time:

- \$5.00** - Now (allow 3 – 5 working days)
- \$15.00 - RUSH-24 Hour** (processed within 24 hours of receipt of request & payment and mailed out regular U.S. mail)
- \$25.00 - RUSH-Same Day Service** (processed while you wait)

Currently enrolled: Yes No

If not currently enrolled please provide

Dates of attendance _____ to _____

Additional Options:

- After final grades for _____ Term 20_____
- After incomplete is cleared for _____ Term 20_____
- After degree is posted

Name Used While at SMC

Student Signature

Number of copies to be sent _____