



SMITH COLLEGE

Office of the Registrar, College Hall 102

Hardcopy Transcript Request

-For students who attended or graduated prior to 1995 only-

This form is for paper copies of transcripts to be mailed via USPS to the recipient. There is no fee for paper transcripts. Electronic transcripts are not available.

School for Social Work students must contact the School for Social work registrar's office to request transcripts.

Processing Time: 2-4 business days. Transcripts are mailed via first class mail.

If you would like rush mailing or shipping, please email us a prepaid UPS or FedEx label.

The completed form and any questions can be sent to: registrar@smith.edu or call 413-585-2550

Date of request: _____

Signature Required: _____

Contact information (phone or email): _____

Last Name:

First Name:

Former Name:

Years Attended: From: _____
To: _____

Date of Birth:

Number of transcripts requested: _____

Transcript Type:

Delivery:

Undergraduate Graduate (non SSW) Both

Mail Pick up

Please print name and mailing address of recipient
(list additional addresses on next page):

Additional Addresses – Please print the name and mailing address of recipients

1) _____

2) _____

3) _____

4) _____
