



Transcript Request Form Registrar's Department

St. Matthew's University
11486 Corporate Blvd.
Suite 120
Orlando, FL 32817
Phone – 407-488-1718 / 407-488-1717
Email--registrar@stmatthews.edu

Regulation Governing the Issuance of Transcripts

1. Financial obligations to SMU must be met prior to transcripts being released.
2. Official transcripts can only be mailed. Unofficial transcripts can be emailed, use a separate form for each recipient or destination.
3. All transcripts are \$10 each. **NO REQUESTS WILL BE PROCESSED WITHOUT PAYMENT.** Credit Card payments can be made online at www.smuonline.com, checks and money orders can be mailed to address above.
4. Allow 3-5 business days for processing once financially approved.
5. Please select one:
___ Standard delivery: First class mail - ___ Additional Fee for Domestic and International via FEDEX
6. All unapproved requests will be voided after 30 days.

ALL FIELDS MUST BE COMPLETED IN ORDER FOR REQUEST TO BE PROCESSED. Please print clearly.

Last name _____ First Name _____ Middle _____

Street Address _____

City _____ State/Prov _____ Zip _____ Country _____

Phone # _____ Email Address _____

Student I.D. # _____

SELECT ONLY ONE: Mail Official E-Mail Unofficial Upload to ERAS/AAMC# _____

SELECT ONLY ONE: Current Student Past Student Graduate

SELECT ONLY ONE: Hold for semester grades Hold for conferred degree Not Applicable

NUMBER OF TRANSCRIPTS: _____

SIGNATURE _____

RECIPIENT INFORMATION: Please print clearly.

Mailing Address/Fax Number/Email address

OFFICIAL USE ONLY:

Form Received Date: _____ Fee Due: _____ Student Accounts Approval _____

Self-pay _____ Title IV _____ Semester paid through (w/year) _____

Date Processed: _____ Initials _____