



Transcript Request Form Registrar's Department

St. Matthew's University
12124 High Tech Avenue
Suite 290
Orlando, FL 32817
Phone – 800-498-9700 / 407-488-1700
Fax – 800-565-7177 / 407-488-1743
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 faxed or 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
 - FedEx domestic shipping: \$25.00
 - FedEx international shipping: \$50.00
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. # _____ Social Security # _____ - _____ - _____

SELECT ONLY ONE: Mail Official E-Mail Unofficial Fax 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: _____

Date Processed: _____