



Office of the Registrar
Gretchen B. Herringer,
Registrar

Mail Delivery Transcript Request Form

*You may request an official transcript in person at the Registrar's Office, 102 College Hall, or through one of the following methods. There is no fee for official paper transcripts.

Mail to:
Smith College
Office of the Registrar
10 Elm Street, 102 College Hall
Northampton MA 01063

OR E-mail:
Sign & send attachment
to registrar@smith.edu

OR Fax:
Sign & send request
form to 413.585.2557

***THIS FORM CANNOT be used for The National Student Clearinghouse or by School for Social Work Students.
Alumnae: who graduated prior to 1995 or who do not have access to Banner Web must request paper transcripts using this form.
Current Students: should request paper transcripts through Banner Web via the portal your network user name and password are required.**

NOTE: Requests without a signature cannot be processed

Date of request: _____

Last Name:

First Name:

Former Name:

SMITH ID 99#:
(if known)

Years Attended:

From: _____
To: _____

Date of Birth:

CONTACT INFORMATION: PHONE # OR EMAIL ADDRESS

Number of transcripts requested: _____

CHECK TRANSCRIPT TYPE:

UNDERGRADUATE GRADUATE BOTH

Signature – No digital signatures

In the box below print clearly the complete name and address of recipient:

Please check off all that apply:

- Send now
- Pick up
- Hold for current term grades
- Hold for degree



ADDITIONAL ADDRESSES – Please print complete name & address of recipient

1) _____

2) _____

3) _____

4) _____

5) _____
