



## Transcript Request Form Registrar's Department

St. Matthew's University  
12124 High Tech Avenue  
Suite 350  
Orlando, FL 32817  
Phone – 800-498-9700 / 407-488-1700  
Fax – 800-565-7177 / 407-488-1743  
Email – [registrar@stmatthews.edu](mailto:registrar@stmatthews.edu)

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### 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](http://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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**OFFICIAL USE ONLY:**

Form Received Date: \_\_\_\_\_

Fee Due: \_\_\_\_\_

Student Accounts Approval: \_\_\_\_\_

Date Processed: \_\_\_\_\_