

# Transcript Request Form

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

Transcript requests for students attending or graduating after 1995 must be ordered through the [National Student Clearinghouse](#)

Student records are protected by the FERPA privacy act and will only be released when requested by the student. A transcript cannot be released if you have an outstanding financial obligation.

_____	_____	_____
Name	Smith ID number (if known)	Date of Birth
_____	_____	_____
Name used while attending SSW (if different)	Email Address	Phone Number

\_\_\_\_\_

Current Address

Degree: \_\_\_\_\_

Class year or last year of attendance: \_\_\_\_\_

**PLEASE NOTE:** Complete **one form** for each recipient. This form is for paper copies of transcripts to be mailed via USPS to the recipient. There is no fee for paper transcripts. If you would like rush mailing or shipping, please email us a prepaid UPS or FedEx label. **Electronic transcripts are not available for students that attended or graduated prior to 1995.**

**Mail my official transcript to the following recipient and address:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Number of Copies:** \_\_\_\_\_

*Transcripts are typically processed within 3-5 business days. Please allow additional time at the end of the term.*

\_\_\_\_\_

**Signature (Required)** Date

**Upon completion, this form may be mailed, faxed, or emailed to the SSW Registrar's Office.**  
SSW Registrar's Office, Attn: Transcripts, Smith College School for Social Work, Lilly Hall, Northampton, MA 01063  
Fax: 413-585-7994 / Email: [sswregistrar@smith.edu](mailto:sswregistrar@smith.edu) / Phone: 413-585-7989