



Copy of Transfer Transcripts Request Form

Students should complete this form if he/she is requesting copies of transfer transcript(s) on file in the Registrar's Office. If the student wants to authorize a third party to pick up copies of their transfer transcript(s), then they should also complete the Student's Consent for SMU to Release Information to Student's Specified Third Party form located at <http://smu.edu/registrar/ferpa/forms.asp>.

All information requested on this form is required.

1. SMU ID# *or* SSN: _____
2. Date of Birth: _____
3. Current Student: Yes ☐ No ☐ If no, last year attended at SMU: _____
4. Student Name: _____
(Last) (First) (Middle)
5. Name while attending SMU (if different than #4 above):

(Last) (First) (Middle)
6. Phone Number: _____
7. List transfer institutions for which a copy is being requested:

Payment Method: (check one) ☐ Check ☐ Cash ☐ MasterCard ☐ VISA

Per the same request, the fee is \$7.50 for the initial transcript copy and \$3.00 for each additional transcript copy.

Student Signature: _____ Date of Request: _____

FOR OFFICE USE ONLY:

Date Processed: _____ Staff Initials: _____

Method of Payment Received: _____ Amount: \$ _____