



SIMMONS COLLEGE  
Office of the Registrar  
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**TRANSCRIPT REQUEST FORM**

Current Name: \_\_\_\_\_

Name During Attendance: \_\_\_\_\_

Simmons ID # or Social Security #: \_\_\_\_\_

Approximate Dates of Attendance: \_\_\_\_\_

Degree Earned (if applicable): \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Daytime Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Method of obtaining Transcripts:  Pick Up  Send out (if sending out, fill in information below).

**If Sending OFFICIAL Transcript:** Provide mailing address (FILL OUT ONE FORM PER ADDRESS)

Name	
Street	
City, State, Zip	

**\*\*IF WE ARE FEDEXING YOUR TRANSCRIPT, YOU MUST HAVE A STREET ADDRESS, WE CANNOT FEDEX TO P.O. BOXES\*\***

**If Sending UNOFFICIAL Transcript:**

Recipient Mailing Address -OR- Recipient Fax number/ Email address	
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**TRANSCRIPT TYPE:**

TYPE OF REQUEST	FEE	PROCESSING TIME	# OF COPIES
Official Transcript	\$5 per copy	3-5 business day processing time (excluding high volume times)	
RUSH Official Transcript	\$10 per copy	Processed the same business day if received by <b>3pm EST</b> , sent via US Postal Service or available for pick up the next business day after 12pm	
On Demand Official Transcript	\$25 for first copy \$5 add'l copy	Produced while you wait in our office from <b>9am-4pm only</b>	
RUSH Overnight Domestic Official Transcript	\$30 per address + \$5 fee <b>per</b> transcript	RUSH processing and FedEx Overnight Domestic Delivery. <b>No P.O. Box delivery with FedEx</b>	
RUSH International Official Transcript	Please call our office for a quote	RUSH processing and FedEx International Delivery. <b>No P.O. Box delivery with FedEx</b>	
Unofficial Transcript	No Fee	Mailed, Faxed, Emailed within 1 business day of request	

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY: Amount Paid \_\_\_\_\_ Check \_\_\_\_\_ Cash \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_