



SIMMONS COLLEGE
Office of the Registrar
300 The Fenway, Boston, MA 02115
Tel 617.521.2111 Fax 617.521.3144
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 3pm EST , 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 9am-4pm only	
RUSH Overnight Domestic Official Transcript	\$30 per address + \$5 fee per transcript	RUSH processing and FedEx Overnight Domestic Delivery. No P.O. Box delivery with FedEx	
RUSH International Official Transcript	Please call our office for a quote	RUSH processing and FedEx International Delivery. No P.O. Box delivery with FedEx	
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 _____