

## SOUTHWESTERN MICHIGAN COLLEGE Official College Transcript Request

## **Instructions:**

- 1. Complete a separate transcript request for each address to which a transcript is to be sent. There is a \$5 charge for each transcript. Incomplete forms or missing payments will not be processed.
- 2. By mail: Complete the transcript request form below, print, sign, include payment of check or money order, and mail to

## Records and Registration Office, 58900 Cherry Grove Road, Dowagiac, MI 49047

3. In person: Payment must be made at the Business Office at the Dowagiac campus or Niles Area Campus. Complete the transcript request form and submit with receipt to Records Office, Room 1106 Briegel Building, Dowagiac Campus or Main Office, Niles Area Campus.

Student ID or Social Security #			Birthdate
Student's Current Name	First	M.I.	Last
Former Last Names (if any	)		
Student's Street Address			
City		_State	Zip Code
Telephone		Email Address	
Approximate Dates of Atte	endance		
Student Signature			Date
	Delive	ery Instructions (Please Check	· One)
☐ Pick Up ☐ Mail	Now $\Box$	Mail after Posting Grades	☐ Mail after Posting Degree
☐ Express Printing - \$20 fee (Dowagiac campus only)			
Number of Copies		\$5.00 per copy	
Mail Transcript to			