

TRANSCRIPT REQUEST FORM FOR STUDY ABROAD APPLICATIONS

1. FOR THE SAINT MICHAEL'S COLLEGE APPLICATION - ALL STUDENTS

An **unofficial** transcript is a required component of the study abroad application. To get a copy of your unofficial transcript follow these steps:

- Go to KnightVision Self-Service:
<https://www.smcvt.edu/academics/registrar-and-catalog/transcripts-records/unofficial-transcripts/>
- Download an unofficial copy of your transcript.
- Send the transcript as an attachment to the Study Abroad Office (pimai@smcvt.edu).

2. FOR THE STUDY ABROAD PROGRAM APPLICATION Your study abroad program partner will need an **official** copy of your SMC transcript for their application materials. To request a transcript (choose option A or B):

Option A: If you would like the Registrar's Office to mail an **Official Transcript** to your Study Abroad program partner, submit the following information to the **Registrar's Office:** Registrar@smcvt.edu.
There is no charge for this service.

Name of Program Partner: _____

Partner's US Mailing

Address: _____

City/State/Zip: _____

☐

Hold for Final Grades

OR

☐

Send Immediately

My NAME: _____

ID Number: _____



Campus Box Number: _____

Class Of: _____



Cell or Local Phone: _____

☐ **E-Mail:** _____

Student Signature

Date

Option B: If you prefer to send an electronic copy of your official transcript to your program partner (US based office), follow these instructions (from the Registrar's website):

<https://www.smcvt.edu/academics/registrar-and-catalog/transcripts-records/>

Note: Saint Michael's College partners with *Parchment*, an organization that facilitates the online transcript ordering system and serves as the official agent for secure electronic delivery. Transcripts are **\$8 per order payable by credit card**. Most electronic transcript orders are processed and delivered immediately.