

University of Saint Mary Center

11413 Pflumm Road
Overland Park. KS 66215

Phone: 913-345-8288

Fax: 913-345-2802

Web Site: www.stmary.edu

Transcript Request Form

Transcripts must be sent directly to Saint Mary from your previous school(s) and must display the official seal and signatures. Transcripts sent to you first, or stamped "student copy", "issued to student", or "unofficial" will NOT be accepted. Most schools require a request in writing and will charge a fee for sending your transcripts to University of Saint Mary.

Name of Institution: _____

Address of Institution: _____

Please forward an official transcript to:

**University of Saint Mary Center
Registrar's Office
11413 Pflumm Road
Overland Park, KS 66215**

I was enrolled at your institution from: _____ to: _____

My name at the time of attendance was: _____

Date of Birth: ___ / ___ / ___ Social Security number: _____

Present Name: _____

Address: _____

Signature

Date