



**TRANSCRIPT REQUEST FORM**

Transcripts must be sent directly to University of 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 transcript to University of Saint Mary.

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Name of Institution \_\_\_\_\_

Address of Institution \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please forward an official copy of my transcript to:



Office of the Registrar  
University of Saint Mary  
4100 South 4th Street  
Leavenworth, KS. 66048

I was enrolled at your institution from \_\_\_\_\_ to \_\_\_\_\_

My name at the time of attendance was \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

Present name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_