

University of Saint Mary
4100 South 4th Street
Leavenworth, KS 66048

Phone: 913-682-5151
Registrar's Fax: 913-758-6218
Email: registrar@stmary.edu

Transcript Request Form

Transcripts must be sent directly to the 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 transcripts to the University of Saint Mary.

Name of Institution: _____

Address of Institution: _____

Please forward an official 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 number: _____

Present Name: _____

Address: _____

Signature

Date