

Request for Official Transcript

(date)

Dear Registrar;

I have applied for admission to Mount St. Mary's Seminary and request that you send an official copy of my academic record (transcript) to:

Office of Seminary Admissions
McSweeney Hall
Mount St. Mary's Seminary
16300 Old Emmitsburg Rd.
Emmitsburg, MD 21727-7797

I am enclosing \$_____ for the transcript fee.*

I further authorize you to release any appropriate and relevant information relating to my status with your institution. If there are any questions, please call the Mount St. Mary's Seminary Admissions Office at (301) 447-7423.

Thank you,

(signature of student)

Print clearly:

NAME:	
ATTENDED FROM:	TO:
BIRTH DATE:	SSN: or School ID#
CURRENT ADDRESS:	
CITY/STATE/ZIPCODE:	
TELEPHONE #:	
please indicate below any other name under which you enrolled, or if name has changed:	

** To save processing time, find out the correct transcript fee by contacting the prior institution attended. Most institutions currently charge a fee of \$5 per transcript copy, but will not process your request until the fee is paid and all financial obligations to their institution have been met.*

THIS FORM MAY BE DUPLICATED IF NEEDED