

**Mount St. Mary's Seminary Transcript Request Form**  
**PRINT CLEARLY and COMPLETE ENTIRE FORM**

NAME \_\_\_\_\_

SS # \_\_\_\_\_ and/or MSM ID# \_\_\_\_\_

DAY PHONE # \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_

**I hereby give my permission to release my records to the name and address shown below.**

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

IF YOU WERE ENROLLED AT THE MOUNT UNDER ANY OTHER NAME OR HAVE HAD A NAME CHANGE, PLEASE INDICATE OTHER NAME BELOW.

ARE YOU CURRENTLY ATTENDING MOUNT ST. MARY'S SEMINARY? \_\_\_\_\_

ATTENDED FROM \_\_\_\_\_ TO \_\_\_\_\_

DEGREE/PROGRAM: M.A.(Theology): \_\_\_\_\_ M.Div.: \_\_\_\_\_ Pre-Theology: \_\_\_\_\_

*(If need a transcript of Mount St. Mary's bachelor's degree, contact the MSM University Registrar's Office)*

TRANSCRIPT FEE: \$5.00/for each Official copy - *Check may be mailed under separate cover.*

NUMBER OF OFFICIAL COPIES NEEDED \_\_\_\_\_

NUMBER OF UNOFFICIAL COPIES NEEDED \_\_\_\_\_

***Additional time is required to fill requests at the beginning and end of the semester.***

SEND TRANSCRIPT(S) \_\_\_ NOW \_\_\_ AFTER CURRENT SEMESTER

\_\_\_ AFTER PENDING GRADE CHANGES \_\_\_ AFTER DEGREE IS POSTED

**SEND TRANSCRIPT TO:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a list of any additional addresses transcripts need to be sent to.**

Mail this form to:	Office of the Seminary Registrar Mount St. Mary's Seminary McSweeny Hall, ground floor 16300 Old Emmitsburg Rd Emmitsburg, MD 21727-7797	Urgent requests may be faxed to: Attn: Seminary Registrar 301-447-5787
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