

**Registrar's Office  
Mount St. Mary's University  
Emmitsburg, Maryland 21727**

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**TRANSCRIPT REQUEST INFORMATION**

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The fee for transcripts is \$5.00 each – Official and/or Unofficial, Graduate and/or Undergraduate – Transcript fees must be paid before transcript will be released.

Requests will be processed as expeditiously as possible. A minimum of three working days should be allowed for processing; average processing time is usually five days. During examination periods, registration, and other high-volume periods, additional delays may be encountered. Transcripts will not be processed for two weeks prior to and immediately after commencement.

OFFICIAL transcripts can be sent directly to a school, employer, or other agency or issued to the student, provided it remains sealed until sent to recipient. An official transcript will bear the official seal and signature of the University.

UNOFFICIAL transcripts do not bear the official seal or signature of the University and can be sent to the student, employers, schools, or agencies.

Due to the Privacy Act, all transcripts must be requested in writing. We must have the signature of the student to release records. In addition, no request for a transcript will be honored until the financial account has been given clearance by the Business and Finance Office.