

# REQUEST FOR TRANSCRIPT OF ACADEMIC RECORD OFFICE OF ARCHIVES AND RECORDS

101 Bertrand Hall - Saint Mary's Notre Dame, IN 46556-5000

phone: 574-284-5572 fax: 574-284-5900 email: archives@cscsisters.org

**Instructions:** Complete the form, print, sign and submit by mail, fax or scanned email attachment. Use a separate form for each transcript request.

Transcript Request for:  Unofficial  Official\*

School attended: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Your name when a student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_

**Note:** An electronic signature is not an authorized signature. There is a \$3 fee for each requested transcript. Make checks payable to: Sisters of the Holy Cross.

## Mailing Address for Unofficial Transcript:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Mailing Address for Official Transcript:\*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Zip: \_\_\_\_\_

\*An official transcript is ordinarily mailed directly to an employer or educational institution. If mailed directly to a student, it is sealed and must remain sealed to be considered official.