



Saint Meinrad
School of Theology

Transcript Request

Alumni Name: _____
Address: _____
City, State, Zip _____
Phone #: _____ e-mail address: _____

Date of Birth: _____

Approximate dates of attendance:

Saint Meinrad School of Theology: _____

Saint Meinrad College: _____

Transcripts requested: (*Note: Official transcripts cannot be sent directly to alumni or graduates.*)

I request ____ (number) **official** transcript(s) to be sent to the institution and address listed below. Additional names and addresses can be attached on a separate sheet. (*please type or print*)

Institution Name: _____

Attn: _____

Address: _____

City, State, Zip _____

Check One: Mail Original The institution will accept an emailed copy of the original.

Email address: _____

I request ____ (number) **unofficial** transcript(s) to be sent to the individual and address listed below. Additional names and addresses can be attached on a separate sheet. Include the fax number if this is to be sent via fax. (*please type or print*)

Name: _____

Address: _____

City, State, Zip _____

Fax #: _____

Email address: _____

Signature

Date

There is a \$10.00 charge for each set of transcripts (College and School of Theology count as one transcript).

Delivery requested: USPS (usually 3-4 business days)
 Fax (unofficial only)
 Email
 Priority Mail (Approx. \$10.00, usually 2-3 business days)
 Express Mail (Approx. \$32.00, next business day delivery)
 Fed Ex (Approx. \$45, next business day delivery)

Approximate delivery charges
Expedited mail requires credit card payment

Payment by Visa, MasterCard, or Discover:

Card number: _____ Expiration date: _____ CVV: _____

Name as it appears on the card: _____ Billing Zip Code: _____

Payment by check:

Make check payable to: *Saint Meinrad School of Theology*

Mail to: Registrar, Saint Meinrad School of Theology, 200 Hill Drive, St. Meinrad, IN 47577.

If you have questions, please contact the Registrar at Saint Meinrad School of Theology by calling 812-357-6525.

This signed request may be sent by e-mail to registrar@saintmeinrad.edu or faxed to 812-357-6816.