



## TRANSCRIPT REQUEST FORM

**Instructions:** Please print and complete one form for each address to which a transcript is to be sent. You may send via US mail or fax or request in person. Payment must accompany the request and may be made by check, credit card or cash (in person only). Email requests cannot be accepted.

Transcripts are not issued to a student with financial obligations to Mount Mary College. Failure to complete the transcript request form correctly may result in delay of service. Please contact the Registrar's Office (414) 256-1251 if you have any questions.

Request date: \_\_\_\_\_

Student Name: \_\_\_\_\_  
First MI Last Maiden Name when attending

Current Address: \_\_\_\_\_  
Street City State Zip

Preferred Contact Telephone: \_\_\_\_\_ Other telephone: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Birth date: \_\_\_\_\_

All dates of attendance: \_\_\_\_\_  Graduate program  
 Undergraduate

**Please check all boxes that apply:**

- I would like \_\_\_\_\_ copies of my transcript
- I am a Mount Mary College alumna and graduated on \_\_\_\_\_.
- Please include my *teaching credentials* with my transcript.
- Please send my transcript at the end of the current term.
- Immediate Service (24 hours) is available for students who attended Mount Mary College after 1992.
- Regular turn around (five business days) is available at a lower fee.
- Please hold in Registrar's Office for pickup.

**Authorization:**

I hereby give consent to have my transcript (s) released to the address below:

Signature: \_\_\_\_\_

**Please send transcript to** (please write clearly, this is the mailing label):

_____	Name of Institution
_____	Attention
_____	Street Address
_____	City, State, Zip code

**Mailing Instructions:** Please print and complete one form for each address to which a transcript is to be sent. You may send via US mail or fax or request in person. Payment must accompany the request and may be by check, credit card or cash (in person only). Email requests cannot be accepted.

Registrar's Office  
Mount Mary College  
2900 North Menomonee River Parkway  
Milwaukee, WI 53222-4597  
FAX: 414-443-3647

Fees: \$5.00 for each transcript, \$2.00 for teachers credentials, \$10.00 for each immediate service.

**Payment options:**

- Enclosed is a check payable to Mount Mary College
- Please charge my credit card (check which card type)
  - VISA                       Mastercard

Name of Student \_\_\_\_\_

Name on credit card (if different) \_\_\_\_\_

Account Number     VIN   
VIN located on back of card

Expiration Date: \_\_\_\_\_

Zip code of billing address: \_\_\_\_\_

Signature: \_\_\_\_\_

Please note that there is a \$50 fee for returned checks.