



*Saint Meinrad*  
School of Theology

### Transcript Request

Alumni Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone #: \_\_\_\_\_ e-mail address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Social Security # (optional): \_\_\_\_\_

*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 \_\_\_\_\_  
Phone #: \_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_  
*Signature* \_\_\_\_\_  
*Date*

**There is a \$5.00 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)
  - Priority Mail (Approx. \$8.00, usually 2-3 business days)
  - Express Mail (Approx. \$26, next business day delivery)
  - Fed Ex (Approx. \$42, next business day delivery)

<b>Approximate delivery charges</b> <i>Expedited mail requires credit card payment</i>
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**Payment by Visa, MasterCard, or Discover:**

Card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_  
Name as it appears on the card: \_\_\_\_\_ Credit 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, by e-mail [registrar@saintmeinrad.edu](mailto:registrar@saintmeinrad.edu), or this request may be faxed to 812-357-6816.