ST. MARY'S COLLEGE
200 East Mission Street
Saint Marys, Kansas 66536
(785) 437-2471

Rev. Fr. Patrick Rutledge, President
Dr. Joseph Strong, Academic Dean

REQUEST FOR TRANSCRIPT

Fee: $15.00 – Allow 5 business days for regular processing.
Expedited requests add $25.00 processing fee.
Note: *Outstanding debt to the College will delay this process.*

Please Print

_____
Last name *First name* *Middle initial*

_____
Address

_____
City *State* *Zip Code*

( ) ( ) _____
Home phone *cell phone* *e-mail*

_____
Signature *Date*

Receiving Institution: Name and complete mailing address. Please Print

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Note: Transcripts will not be issued for students with any outstanding debts to the College

For Office Use Only: Fee paid _____Date _____

Sent_____Date _____