



Step 1: Student Information

\_\_\_\_\_  
Last name First name Middle name

\_\_\_\_\_  
Name(s) used while at St. Mary's (if different from above)

\_\_\_\_\_  
Current home address City State Zip Code

\_\_\_\_\_  
Social security number StMU ID Number Telephone Number Email

Fall  Spring  Summer \_\_\_\_\_  Fall  Spring  Summer \_\_\_\_\_  
First enrolled Last enrolled Date of birth

Step 2: Obtaining Unofficial Transcript

Please email to the following email address: \_\_\_\_\_

Please fax to the following number: \_\_\_\_\_ Attn: \_\_\_\_\_

Step 6: Authorization

**I certify that I am the person** whose name appears on the name line of this form, and do hereby authorize release of my academic record to the address listed here. *In accordance with the Texas open Records Act and the Family Education Rights and Privacy Act of 1974, as amended, student academic records are classified as confidential and may be released only with the **student's** written authorization and signature.*

\_\_\_\_\_  
Student Signature, in ink (digital signature not accepted) Date

Note:

- Unofficial transcript will be processed within 1-2 business days.
- Written signature must be in ink (digital signature not accepted).
- Unsigned or incomplete unofficial transcript request forms cannot be processed.
- A St. Mary's transcript is a complete record of a student's enrollment at St. Mary's University, including all undergraduate, graduate, and professional courses. Partial transcripts are not available.