



ST. MARY'S
UNIVERSITY

UNOFFICIAL TRANSCRIPT REQUEST

Registrar's Office • One Camino Santa Maria • San Antonio, Texas 78228-8576
210-431-6789 • registrar@stmarytx.edu • <https://www.stmarytx.edu/registrar>

Step 1: Student Information

Last name	First name	Middle name
Name(s) used while attending St. Mary's (if different from above)		
<u>S00</u>		
StMU ID Number (if known)	Telephone Number	Email Address
<u>XXX-XX-</u>		Approximate Years of Attendance: <u> </u> - <u> </u>
SSN (Last 4 digits)	Date of birth	Year From Year To

Step 2: Method of Delivery

☐ Email: _____

For Pick-up - Former Students can visit the Office of the Registrar located in St. Louis Hall, Room 104 between 8:00 a.m. – 5:00 p.m., Monday through Friday to obtain one copy of their unofficial transcript. Legal identification card must be presented.

IMPORTANT: Unofficial transcripts are not sent to third parties; an official transcript request must be submitted through the [National Student Clearinghouse \(NSC\)](#) to send to third-parties.

Step 3: 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	Date
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Note:

- Unofficial transcript requests will be processed within 2-3 business days. Processing time may be extended during peak periods at the beginning and end of each semester.
- 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.
- If StMU ID Number is unknown, it may be left blank. Please provide DOB & last 4 digits of SSN so we may locate & verify your record.