



MOUNT ST. MARY'S SEMINARY
& SCHOOL OF THEOLOGY

CINCINNATI + OHIO

TRANSCRIPT REQUEST

Date of Request: _____ **Quantity Requested:** _____ official copies (\$5 each)

Issue or Hold:

- Issue transcript immediately
- Hold for grade change:
Course: _____ Term: _____
- Hold until term grades are posted
- Hold until degree is posted

Delivery:

- Pick up at the Office of the Registrar
- Mail* / Email to:
**paper transcripts will be sent via First Class Mail; International / Express will be charged extra*

Student Information:

Last Name	First Name	M.I.	Previous Name(s)
Street Address			Date of Birth (DD/MM/YYYY)
City	State	Zip	Email
Dates / Terms Attended (MM/YYYY or Fall/Spring/Summer YYYY) _____ to _____			Phone

X _____

Student Signature (required)

I affirm that I am the above-named student. In compliance with FERPA, I hereby give my written consent for The Athenaeum of Ohio to release my academic records as indicated above.

** Please list any special instructions or additional information on the back. **
Note that transcripts will not be issued until all outstanding financial obligations have been fulfilled.

Checks may be made payable to The Athenaeum of Ohio.
Credit card payments may be made via Populi after this form has been received.
Mail this completed form along with your payment to:

**Office of the Registrar
Athenaeum of Ohio
6616 Beechmont Avenue
Cincinnati, OH 45230**