



Borromeo Seminary Transcript Request Form

TO: Registrar, Borromeo Seminary

FROM: _____

SUBJECT: Official Transcript Request

I authorize Borromeo Seminary to send an official transcript to:

Institution: _____

Attention: _____

Address: _____

City, State, Zip: _____

If the Institution or office will accept an electronic transfer, please provide the e-mail address: _____

Student Information:

Name: _____ **Social Security Number (last 4 digits):** _____

Current Address: _____

City, State, Zip: _____

Email: _____ **Phone Number:** _____

Years Attending Borromeo: _____

Signature: _____ **Date:** _____

Transcript Fee: \$5.00 for each transcript requested (electronic or US domestic mail)
International Mail: Current US International rates.

**Print transcript form and
return to:**

Borromeo Seminary
Attention: Registrar
28700 Euclid Avenue
Wickliffe, OH 44092
registrar@stmarysem.edu

**Make check payable to
Borromeo Seminary**

Transcripts are sent when transcript form and fee are received and all other financial obligations to Borromeo Seminary have been met. Please contact the Registrar if special circumstances warrant other arrangements.

NOTE: Borromeo Seminary follows all Federal and State of Ohio laws and procedures relative to release of student records.

Office Use Only

Request Received:

Transcript Sent: