

***SAINT MARTIN'S UNIVERSITY***  
***Unofficial Transcript Request***

Date: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Maiden or other names: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

Date first enrolled: \_\_\_\_\_ Date last enrolled: \_\_\_\_\_

Campus:     Lacey             Ft Lewis             McChord

Transcripts to be processed:     Now             After Grades             After Degree is posted

(Only **one** unofficial copy of your transcript will be released;             Mail             Hold for Pickup  
you are able to make as many copies at your own discretion)

Address Transcripts are to be mailed:

1 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

**NOTE:**  
Transcripts are NOT issued until ALL outstanding accounts with the University are cleared.  
Transcript requests are usually processed within 1-3 working days, except for end of term requests.