

**Request for Unofficial Transcript**

*Unofficial transcripts are not printed on Registrar paper and do not include an official signature or seal.*

**\* PLEASE PRINT CLEARLY**

1. Full name used while attending McNally Smith College:

First \_\_\_\_\_ Last \_\_\_\_\_

2. Check one:       Graduate               Non-Graduate               Current Student

3. Current FULL Address (name, street address, city, state, zip code, country): \_\_\_\_\_

\_\_\_\_\_

4. Phone Number: (            ) \_\_\_\_\_ 5. Social Security Number: \_\_\_\_\_ —            —

6. Date of Birth (month/day/year): \_\_\_\_\_ 7. Approximate Dates of Attendance: \_\_\_\_\_

8. Check one:       Pick up               Mail to address(es) below               Fax               Email

9. Name & Address(es) of the institution where the transcripts are to be sent:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Number of transcripts you are ordering \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please allow 3-5 business days to process your request.*



Please fax or mail request to:

**Transcript Request**  
Attn: Registrar's Office  
McNally Smith College of Music  
19 Exchange Street, East  
St. Paul, MN 55101  
Fax: 651-291-0366