

Maryknoll Mission Archives - Transcript Request

I, _____ am requesting

_____ **Official** and/or _____ **Unofficial** transcripts from the Maryknoll Mission Archives. I understand that I must submit by check payable to the Maryknoll Mission Archives a \$10.00 fee per transcript once the Archives confirms my request as stated at the bottom of this page.

Student Information:

Institution:

- Maryknoll School of Theology
- Maryknoll College, Glen Ellyn, IL
- Rogers College
- Other (please name): _____

Years Attended: _____

Student's Name (during time you attended the school): _____

Student's Date of Birth: _____

I need my transcript mailed by (date): _____

Mailing Information:

Please mail official transcripts to:

1. _____
2. _____

Please mail unofficial transcripts to:

1. _____
2. _____

Sincerely,

Signature _____ Date _____

Address _____

Phone: _____ Email: _____

Please email a photo or scan of this letter to the Maryknoll Mission Archives at archives@maryknoll.org. We will contact you to let you know if we can fulfill your request at this time. Please do not send any payment until we have contacted you about your request.