

**SAINT VINCENT COLLEGE**  
**OFFICIAL TRANSCRIPT REQUEST PROCEDURE**

1. Transcript requests must be made in writing. The request should include your name, social security number, to whom you would like the transcript sent, as well as **your signature** authorizing release of this information. There is a fee of \$5 per transcript (checks made payable to Saint Vincent College). Requests and payment should be mailed to:

Saint Vincent College  
Registrar's Office  
300 Fraser Purchase Road  
Latrobe, PA 15650

2. If it is more convenient, you may fax your request to (724) 805-2063 and then mail your payment separately to the address above.
3. Transcripts are typically processed 48 hours from receipt of payment.
4. Please note that all financial obligations must be met before transcripts can be released. Questions regarding outstanding account balances should be addressed to the Saint Vincent College Business Office.
5. Currently, Saint Vincent College does not fax transcripts. However, should the situation necessitate the transcript be sent via fax, it is our policy to follow-up the fax copy with a mailed copy. Therefore, both a fax number and a mailing address must be submitted with your request.