



SISTERS OF BON SECOURS
Archives: 410-442-3111

TRANSCRIPT REQUEST FORM

Bon Secours School of Nursing, Baltimore, MD

The academic records of Bon Secours School of Nursing, Baltimore, MD are maintained by the Sisters of Bon Secours in the USA Archives in Marriottsville, MD. The Archivist functions as the *ex officio* registrar of these records.

A transcript will only be issued upon submission of the following information:

Student Information:

Name as it appears on Records: _____

Name if different from Records: _____

Student's Date of Birth: _____

Student's Social Security Number: _____

Dates of attendance (Months / Years): _____

Routing Information: *(Person / Institution receiving transcript)*

Person / Institution: _____

Address: _____

City, State & Zip Code _____

REQUIRED:

Signature of Student: _____ Date: _____

Please select transcript type:

OFFICIAL TRANSCRIPT: *(Fee of \$5.00 per transcript)*

Sealed Transcript with Bon Secours Seal over envelope seal.

STUDENT TRANSCRIPT: *(Fee of \$3.00 per transcript)*

Checks should be made payable to: Sisters of Bon Secours

Send ALL requests to:

**Sisters of Bon Secours
Attention: Archivist
1525 Marriottsville Rd
Marriottsville, MD 21104-1301**