



BON SECOURS MEMORIAL COLLEGE OF NURSING
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Completed transcript requests will be processed between 3 to 5 business days. Unofficial copies can be printed from your Campus Nexus portal (for students/graduates from 2010 to the present). The portal link is on the website. The information below will also be used to update your account.

Last First Middle initial Former Last Names (if any)

Social Security # Primary Mobile Number Email Address

Your Street Address City State Zip Code

School Attended Month/Year Graduated

Release transcript to: _____
Name of Institution Attention to: (if applicable)

Street Address City State Zip Code

Mail Now: _____ or Mail after the current semester ends: _____ Unofficial or Official Transcripts? _____ Number of copies: _____

Other notations/requests: _____

Applying to Graduate School? If yes, please tell us your plans: _____

The fee for each transcript is \$5.00 per copy. Checks or Money Orders should be made payable to BSMCON. For credit card payment, please call the College Bursar (804.627.5362 or 804.627.5385). *I understand that transcripts will not be issued until all financial and/or other obligations to the College are cleared.*

Signature (Required for release of transcripts) **Date** (mm/dd/year)

The Family Education Rights & Privacy Act of 1974, as amended, prohibits the release of this information to a third party without written consent of the student.

Office use only: Received: _____ Payment: _____ Processed/Mailed: _____ Update Account: _____ Graduate School: _____

July 2017