

ST. MARY'S UNIVERSITY ADVANCEMENT SERVICES
ALUMNI RECORDS JOB REQUEST FORM
 Return to Advancement Services, Box 44 - or - email to alumni@stmarytx.edu
 Questions? Contact Karen Persyn at 436-3347

Person Requesting Job: _____ Dept: _____ Ext: _____

Date of Request: _____ Date Needed: _____ Email address: _____

Reason for Request: _____

Data may only be used once for this specific request * Data is not allowed to be given to a third party for any reason * The person requesting the data will be held responsible for the security of the data provided *

Signature: _____ Date: _____

 Mailhouse Information: Company Name: _____

Contact Name(s): _____ Phone: _____

E-mail Address: _____

Program:	Major:	City/State:	Other:
____ UNDG	_____	_____	_____
____ GRAD	_____	_____	_____
____ LAW	_____ ALL	_____ ALL	_____

____ Printed List Sort by: ____ Alpha ____ Zip Code ____ Other: _____

ID#	STMU Education (STMU only)	Personal Email
Name (includes title & suffix)	Last Date Updated	Bus Email
Home Address	Business Address	Law Email
Home Phone	Business Phone	Mailing Runcode (law school graduates only)
Employer	Law Address	
Position	Law Phone	

____ Excel File - All fields included in Printed List

Additional fields available:

____ Spouse Name	____ Spouse ID# (if available)
____ Correct Address (yes or no)	____ Married to an Alum (yes or no)
____ Send Mail (yes or no)	
____ Send Solicitation (yes, no or mail only)	____ Other: _____
____ Development Officer Assignment	____ Other: _____

____ **Labels**

Name (includes title & suffix)	Home Address	Law Address (if preferred mailing address)
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Office Use: Report(s) Name: _____

Number of Records: _____ Date Completed: _____ By: _____

Approval by Advancement Services Director: _____

Approval by Solicitation Committee Chairman: _____