

TRANSCRIPT REQUEST FORM

--LAW SCHOOL ONLY--



FORDHAM UNIVERSITY

THE SCHOOL OF LAW

Office of the Registrar
150 W. 62nd St., Room 4-102
New York, NY 10023
registrar@law.fordham.edu

POLICIES & GUIDELINES

- This request form is primarily for the purposes of requesting **hard-copy** transcripts and/or if you are an alum who commenced your law studies **prior to 1990**.
- If you are a current student or an alum who commenced your law studies after 1990 and you are seeking an **electronic transcript**, please visit law.fordham.edu/registrar for options and instructions.
- Transcript requests are **not** accepted by phone – **no exceptions**.
- Transcripts **cannot** be released if the student/alum has any financial or academic holds on their account.
- Standard requests (no fee) are processed within 7-10 business days & expedited requests (\$35/transcript) are processed within 24 hours.
- Although requests will be honored as quickly as possible and in the order the request is received, busy periods such as examinations, commencement, registration, etc., might delay processing times. **Therefore, transcripts should be requested well in advance.**

COMPLETED FORMS CAN BE RETURNED TO THE OFFICE OF THE REGISTRAR IN PERSON, BY MAIL, OR BY E-MAIL

STUDENT/ALUM INFORMATION

Fordham ID (leave blank if unknown): **A** _____ DOB (MM/DD): _____

Full Name: _____

Former Name(s) (if any): _____

Year(s) Attended (ex: 1998-2001): _____

Contact E-Mail Address: _____

Contact Phone Number: _____

DEGREE PROGRAM

- J.D.
- LL.M.
- M.S.L.
- S.J.D.
- Visiting J.D.
- Non-Degree

TRANSCRIPT TYPE

- Official Transcript (bears university seal)
 - For purposes of sending to a college, state/federal agency, employers, etc.
 - Not for personal useQuantity Needed (Max: 5): _____
- Unofficial Transcript (does not bear university seal)
 - For personal & general useQuantity Needed (Max: 5): _____

PROCESSING TYPE

- Standard Request
 - No fee
 - Processed within 7-10 business days
- Expedited Request
 - \$35 per transcript: cash, check, or money order **only**
 - Payment can be made in person or by mail
 - Processed within 24 hours **after payment has been made**

- MAIL:** Please print address(es) below

Please attach another page, write on the back of this form, or include in the body of your email for any additional addresses.

- PICK UP:** Please call (212.636.6800) or e-mail (registrar@fordham.edu) to inquire if your transcript(s) is ready to be picked up in our office.

OFFICE USE ONLY

Amount Paid: _____
Payment Method: _____
 Placed for Mailing
 Placed for Pick-Up
Date Processed: _____
Processed By: _____

SIGNATURE: _____ **DATE:** _____