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Click on:
1. The Student tab
2. Banner Self-Service
3. Student Records
4. Request Printed Transcript

5. Issue to: enter the name to whom the transcript should be issued to → Continue
6. Transcript Type: select **Law School Transcript**  ➔ Enter the address the transcript should be mailed to ➔ Continue

7. Number of Copies: enter the number of copies needed
8. Official Transcript: select **YES**
9. Print Transcript: as soon as possible
10. Delivery Method: First Class Mail - No Charge ➔ Continue

Review your entry ➔ Submit Request