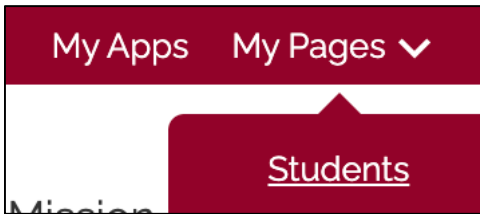


HOW TO REQUEST A TRANSCRIPT

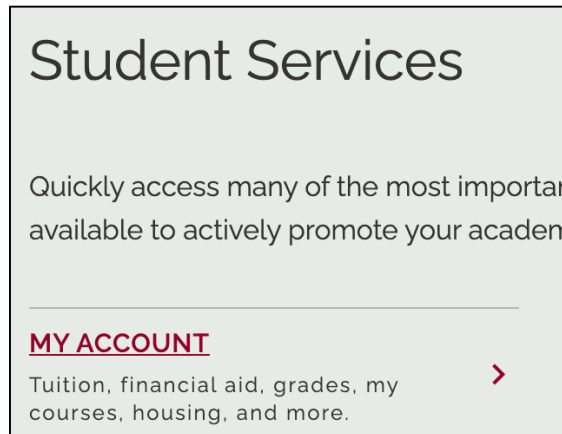


-- INSTRUCTION GUIDE --

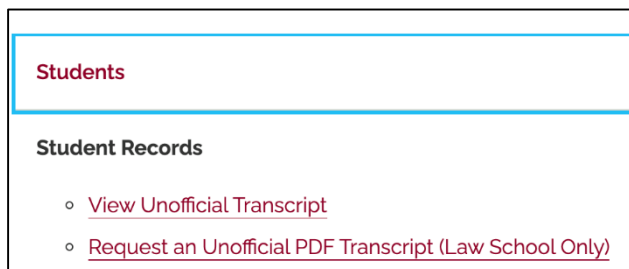
1. Log on to fordham.edu and click on **Students** under **My Pages**



2. Click on **My Account**.



3. Then click on **Students**, then **Request an Unofficial PDF Transcript (Law School Only)**.



4. In the "ISSUE TO" box, provide the name of the person that you're sending the transcripts to, then click on "continue". *You do not need to fill in any other information on this screen.*

External College Code:	<input type="text"/>	Look Up College Code
One of Your Addresses:	None ▼	
Internal College:	None ▼	
Issue to:	Jane Doe	
<input type="button" value="Continue"/>		

5. In the "TRANSCRIPT TYPE" box, select **Law School Transcript PDF**.
6. In the "COURSE LEVELS" box, select your degree level.

Transcript Type: *	Law School Transcript PDF ▼
Course Levels:*	All Levels ▼

7. Leave the address information **blank**. Then, click on “continue”.

Street Line 1:	<input type="text"/>
Street Line 2:	<input type="text"/>
Street Line 3:	<input type="text"/>
City:	<input type="text"/>
State or Province:	<input type="text" value="None"/>
Zip or Postal Code:	<input type="text"/>
Nation:	<input type="text" value="None"/>
Phone Country Code:	<input type="text"/>
Area Code:	<input type="text"/>
Phone Number:	<input type="text"/>
Extension:	<input type="text"/>
International Access Number:	<input type="text"/>

8. Enter 1 for the Number of Copies.

9. Select “No” for Unofficial.

10. For “Print Transcript”, select when you'd like your transcript to be processed.

11. For “Delivery Method”, select “Law School (Unofficial PDF) – No Charge”.

Number of Copies (Up to 10):	<input type="text" value="1"/>
Official Transcript:	<input type="radio"/> Yes <input checked="" type="radio"/> No
In Progress Cut-off Term:	<input type="text" value="Fall 2020"/>
Print Transcript:	<input type="text" value="As soon as possible"/>
Delivery Method: *	<input type="text" value="Law School (Unofficial PDF) - No Charge"/>

12. Review your request, then click on “Submit Request”.

Transcript Request Summary	
Issued to:	Jane Doe
Course Levels:	All course levels
Copies Ordered:	1
Official Transcript:	No
Delivery Method:	Law School (Unofficial PDF)
Cost of Order:	No charge
Print Transcript:	As soon as possible

PLEASE NOTE:

- PDF transcripts are **always unofficial** (even if you indicate for it to be official in this process). In 1-2 business days, you will receive an e-mail from Law Transcripts (sys@fordham.edu) containing a link to access your transcript in your Fordham Google Drive.