How to request an official transcript

Log on to my.fordham.edu (https://my.fordham.edu)

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**

**Transcript Request Summary**

- Issued to: John Doe
- Street: 140 West 62nd Street room 010
- City: New York
- State or Province: New York
- Zip or Postal Code: 10023
- Phone Number: (212) 6367025
- Course Levels: All course levels
- Copies Ordered: 1
- Official Transcript: No
- Delivery Method: No delivery method selected
- Cost of Order: No charge
- Print Transcript: As soon as possible

Submit Request