

UNIVERSITY OF SAN FRANCISCO SCHOOL OF LAW

LAW SCHOOL TRANSCRIPT REQUEST FORM

Transcripts are **\$5.00 each** for standard service.
 Expedited transcripts are **\$20 each**.
 Standard service: 3 business days
 Expedited Service is same day (must be received **before 2pm** for same day service. Requests received after 2pm will be processed the next morning).
 *Processing time during final exam periods will take an estimated 7 business days. (Final exam periods: Dec. 4 – 17, May 3- 20)

RETURN FORM:

By mail to:
 University of San Francisco School of Law
 Office of the Law Registrar, Kendrick Hall 220
 2130 Fulton Street, San Francisco, CA 94117
On Campus at: Kendrick Hall, Room 220
By fax: (415) 422-4199

1. Student Information (This form is for LAW STUDENTS/ALUMNI ONLY)

First	Middle	Last
Phone Number	Email	DOB
		Student ID#
*Signature (required)		Date
Are you currently enrolled in the School of Law? Yes <input type="checkbox"/> No <input type="checkbox"/> Estimated last date of attendance: _____ Were you a visitor or consortium student? Yes <input type="checkbox"/> No <input type="checkbox"/>		

2. Order Summary

Delivery Method	Quantity	Cost	Total
I will pick up		\$5 each standard transcript \$20 each expedited transcript	
Standard processing & mailing (sent via U.S. mail; Allow sufficient time for delivery, with up to 3 weeks or more for international mail.)		\$5 each standard transcript No charge for standard mail service	
Expedited Processing & mailing (Next business day delivery to most U.S. addresses)		\$20 each transcript + Shipping: \$30: California \$45: anywhere else in continental U.S. \$50: Hawaii & Alaska	
International Priority (2-5 business day delivery time recipient phone number required)		\$20 each duplicate transcript + Shipping, charge assessed the day of mailing at rate quoted by Fed Ex	
Total transcript's requested:		Total amount due:	

3. Payment information (Checks are no longer be accepted.)

Requests will not be processed without payment. Methods of payment are **cash or credit card only**.

Check method of payment	Amount Enclosed:	Name on Card
<input type="checkbox"/> Cash (in-person only)	\$ _____	_____
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AmEx	\$ _____	_____
Card #: _____		Exp. Date: ____ / ____

4. Delivery Address

(Please go to the **other side** of this form to complete multiple delivery addresses & details.)

Name of Recipient				Standard	Exp.
Mailing Address				Processing	
				Shipping	
City			State	Zip	Country
Hold Transcript for: <input type="checkbox"/> Final Grades <input type="checkbox"/> Degree Conferral <input type="checkbox"/> Honors Notation					

OFFICE USE ONLY

Received Date & Time: _____ Received by Staff Initial: _____ Completed by Staff Initial: _____

Amount Paid: _____ Amount Due: _____ Transcript Charge confirmation #: _____

Date Completed: _____ FedEx Amount Paid: _____ FedEx Charge confirmation #: _____

5. Multiple Delivery Addresses

Recipient 1

Name of Recipient					Standard	Exp.
Mailing Address				Processing		
				Shipping		
				Hold Transcript for:		
				<input type="checkbox"/> Final Grades <input type="checkbox"/> Degree Conferral <input type="checkbox"/> Honors Notation		
City	State	Zip	Country			

Recipient 2

Name of Recipient				Copies/ Delivery		
Mailing Address				_____ Regular Service _____ Priority Overnight _____ Internat'l Priority		
				Hold Transcript for:		
				<input type="checkbox"/> Final Grades <input type="checkbox"/> Degree Conferral <input type="checkbox"/> Honors Notation		
City	State	Zip	Country			

Recipient 3

Name of Recipient					Standard	Exp.
Mailing Address				Processing		
				Shipping		
				Hold Transcript for:		
				<input type="checkbox"/> Final Grades <input type="checkbox"/> Degree Conferral <input type="checkbox"/> Honors Notation		
City	State	Zip	Country			

Recipient 4

Name of Recipient					Standard	Exp.
Mailing Address				Processing		
				Shipping		
				Hold Transcript for:		
				<input type="checkbox"/> Final Grades <input type="checkbox"/> Degree Conferral <input type="checkbox"/> Honors Notation		
City	State	Zip	Country			

OFFICE USE ONLY

Received Date & Time: _____ Received by Staff Initial: _____ Completed by Staff Initial: _____

Amount Paid: _____ Amount Due: _____ Transcript Charge confirmation #: _____

Date Completed: _____ FedEx Amount Paid: _____ FedEx Charge confirmation #: _____