USF School of Law Office of the Registrar

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 ☐ No ☐ Estimated last date of attendance: _____
Were you a visitor or consortium student? Yes ☐ No ☐

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 accepted.)

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

Check method of payment

☐ Cash (in-person only)

☐ Visa ☐ MasterCard ☐ AmEx

Amount Enclosed:

$ _____

$ _____

Name on Card

_____

Card #:___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

Exp. Date: ___ ___ / ___ ___

4. Delivery Address

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

Name of Recipient			
Mailing Address			
		Recipient Tel.	
City	State	Zip	Country

	Standard	Exp.
Processing		
Shipping		

Hold Transcript for:

☐ Final Grades
☐ Degree Conferral
☐ 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 #:

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5. Multiple Delivery Addresses

Recipient 1

Name of Recipient

Mailing Address

City | State | Zip | Country

	Standard	Exp.
Processing		
Shipping		

Hold Transcript for:

☐ Final Grades
☐ Degree Conferral
☐ Honors Notation

Recipient 2

Name of Recipient

Mailing Address

City | State | Zip | Country

Copies/ Delivery

_____Regular Service
_____Priority Overnight
_____Internat'l Priority

Hold Transcript for:

☐ Final Grades
☐ Degree Conferral
☐ Honors Notation

Recipient 3

Name of Recipient

Mailing Address

City | State | Zip | Country

	Standard	Exp.
Processing		
Shipping		

Hold Transcript for:

☐ Final Grades
☐ Degree Conferral
☐ Honors Notation

Recipient 4

Name of Recipient

Mailing Address

City | State | Zip | Country

	Standard	Exp.
Processing		
Shipping		

Hold Transcript for:

☐ Final Grades
☐ Degree Conferral
☐ Honors Notation

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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 #: _____