

CUNY SCHOOL OF LAW

TRANSCRIPT/RECORDS REQUEST FORM

For each transcript request (official or student copy) there is a fee of \$7; however, there is no fee for transcripts sent to other CUNY institutions. The fee can only be paid by **cash or by money order** (payable to CUNY School of Law). No request will be processed unless all financial and other obligations to the Law School have been fulfilled. Requests for transcripts will be honored as quickly as possible – generally 3 to 5 business days after receipt of request.

NAME: _____ DATE: _____

If in attendance under another name, indicate name: _____

Social Security No. (last 4 digits): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Day Phone: (____) _____ e-mail: _____

Currently in Attendance?: () Yes () No
Graduated from CUNY School of Law?: () Yes () No If yes, date: _____

Student Signature: _____

(Required as authorization to issue transcript)

Official Transcript:
Number of Copies: _____

Unofficial Transcript (Student Copy):
Number of Copies: _____

Do you want to pick up the transcript?: () Yes () No

Name and address of Recipient:

Check the appropriate box if you would like to hold your transcript for:

FALL GRADES SPRING GRADES SUMMER GRADES

I hereby request a copy of my (1) Law School Application (2) Personal Statement (3) Resume

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RECORDS OFFICE ACTION ONLY

Date Provided: 1) Transcript-Student Copy _____ 2) Official Transcript _____
3) Law School Application/Personal Statement/Resume _____