

**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). If you have a STOP on your record, your request cannot be processed without clearance from the appropriate office. **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. \_\_\_\_\_

- SSN Option (Check One):
- 1) Print all nine digits (S)
  - 2) Print last four digits (P)
  - 3) No digits (N)

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

===== **RECORDS OFFICE ACTION ONLY**

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