



SOUTHWESTERN LAW SCHOOL

3050 Wilshire Boulevard • Los Angeles, CA 90010-1106

TRANSCRIPT REQUEST FORM

Please send completed form and payment to:

Registration and Academic Records

3050 Wilshire Boulevard

Los Angeles, CA 90010-1106

Inquiries: (213) 738-6734 or registrar@swlaw.edu

Type or print clearly (for window envelope) the name and address of transcript recipient. Submit **one** request for each mailing. **Please include zip code.**

Note to Recipient: We are enclosing the attached information at the request of the undersigned. Under the Family Educational Rights and Privacy Act of 1974, this information is provided to you on the condition you will not permit any other party to have access to this information without the written consent of the student concerned.

TRANSCRIPT POLICIES

1. Requests for transcripts must be in writing because of the confidential nature of a student's records.
2. If you have an outstanding financial obligation with the Law School, your transcript cannot be released until such obligation is resolved with the appropriate Law School Office.
3. Normally 5 to 7 working days are required for processing transcript requests, except at peak periods when more time is needed to fill all requests.
4. Transcripts include all work completed at Southwestern Law School. Partial transcripts are not issued.
5. **We do not copy other college/universities or law school records.**
6. Official transcripts can be issued directly to students, agents or institutions.
7. The unofficial transcript bears the Issued to Student stamp.
8. Transcripts mailed directly from the Registration Office to scholarship foundations for current students are free.
9. **Electronic transcripts are subject to the above policies and will be delivered through the FERPA compliant eSCRIP network provider. The Recipient's email address is required.** It is the requester's responsibility to determine if the Recipient accepts electronic transcripts. Southwestern is **not** responsible for transcripts that are requested to be sent to unsecure email sites or the Recipient's use of said document(s). Corrections to incorrect Recipient email addresses provided by the Requestor are considered a new transaction and subject to additional fees.

TRANSCRIPT TYPE (please select one):

Number of copies: OFFICIAL _____ UNOFFICIAL _____

- Transcript (\$5.00 per copy; processed within 5 -7 business days)
- Rush Transcript (\$15.00 for first copy, \$5.00 for each additional copy in same request; processed within 24 hours)

TRANSCRIPT DELIVERY (please select one):

- Hold for Pick-Up
- Mail (*transcripts will be sent first class through U.S. postal mail to the address indicated above*)
- Electronic (*transcripts for work completed prior to 1995 cannot be transmitted electronically*)

Electronic Transcript Recipient's email address (**required**): _____
(please print clearly)

STUDENT INFORMATION:

Name: _____ Student ID No.: _____

Address: _____ Current Status: _____

_____ Dates attended: _____

Telephone No.: (____) _____ E-mail: _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY: \$5.00 Fee: Cash / Check # _____ \$15.00 Rush Fee: Cash / Check # _____

Status of Account: _____ Processed By: _____ Date Completed: _____