



# 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

## 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 **2 to 3 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 **Unofficial Transcript** stamp.
8. Transcripts from the Registration Office to scholarship foundations for current students are free. **Scholarship foundation name is required.**
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 \_\_\_\_\_

Scholarship (No fee) **Recipient name required:**

\_\_\_\_\_  
(Please print clearly)

Regular (\$5.00 per copy; processed within 2-3 working days)

Rush (\$15.00 for first copy, \$5.00 for each additional copy in same request; processed within 24 hrs.)

**NOTE: Please make checks/money orders out to Southwestern Law School**

## TRANSCRIPT DELIVERY (please select one):

Hold for Pick-Up

Mail

Address: \_\_\_\_\_

\_\_\_\_\_

Electronic

**Electronic Transcript Recipient's email address:**

\_\_\_\_\_  
(Please print clearly)

## STUDENT INFORMATION:

Name: \_\_\_\_\_

Student ID No.: \_\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## FOR OFFICE USE ONLY:

\$5.00 Fee: Cash / Check # \_\_\_\_\_

\$15.00 Rush Fee: Cash / Check # \_\_\_\_\_

Processed By: \_\_\_\_\_

Date Completed: \_\_\_\_\_