

UNIVERSITY OF SAN FRANCISCO SCHOOL OF LAW
LAW SCHOOL TRANSCRIPT REQUEST FORM

1. Student Information – for current and former School of Law students only

First name		Middle name		Last name	
Phone	Email			Birthdate (mm/dd/yy)	Student ID #
Currently enrolled in the School of Law? Visiting or consortium law student?				Last estimated term/year of attendance	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No					
Signature required					Date (mm/dd/yy)

2. Order

TRANSCRIPT PROCESSING FEES

- Standard – **\$5 each**. Ready in 3 business days, or in 7 business days during final exam periods (May 3-20, Dec 4 –17).
- Expedited – **\$20 each**. Ready by end of business day *if received by 2pm*, or by noon next day if received after 2pm.

DELIVERY FEES

- Pick up in person – **No charge**. Photo I.D. verification required.
- Standard shipping – **No charge**. Allow sufficient time for U.S. Postal Service delivery, with 3 weeks or more for international.
- Expedited shipping – **\$30** to California, **\$45** to the continental U.S. outside California, or **\$50** to Alaska or Hawaii for delivery on the next business day to most U.S. addresses. **Charge variable**, quoted by FedEx on day of shipment, for international delivery in 2-5 business days.

Use a separate line for each recipient, or for different process/delivery/hold instructions per one recipient.

Recipient No.	Qty	Processing		Delivery			Hold Delivery for			Fees			REG OFFICE date completed & staff initials
		standard (\$5)	expedited (\$20)	standard (free)	expedited (see above)	pick up (free)	degree conferral	honors notation	final grades	processing	delivery	line total	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	

Total Transcript Processing & Delivery Fees → \$

3. Recipient

No.1 – (more on back of form) Self

Address – (no P.O. boxes for expedited mail)

City _____ State _____ Zip code _____ Country _____ Phone – (for expedited mail) _____

4. Payment

Checks not accepted. <input type="checkbox"/> Cash (in person only)	OR	Name on card: _____ Credit card #: _____ - _____ - _____ - _____ <input type="checkbox"/> Visa, <input type="checkbox"/> MasterCard, <input type="checkbox"/> American Express, Expiration (mm/yy): ____ / ____
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5. Submission

By mail or in person: University of San Francisco School of Law, Office of the Law Registrar, 2130 Fulton Street, Kendrick Hall 220, San Francisco, CA 94117
By fax: 415- 422-4199 (for questions only: lawregistrar@usfca.edu or 415-422-6778)

REGISTRAR OFFICE USE	Received by staff initials: _____	Received date/time: _____
Total due: _____	Total paid: _____	Transcript charge confirmation #: _____
	FedEx paid: _____	FedEx charge confirmation #: _____

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No.2				
Address – <i>(no P.O. boxes for expedited mail)</i>				
City	State	Zip code	Country	Phone – <i>(for expedited mail)</i>

No.3				
Address – <i>(no P.O. boxes for expedited mail)</i>				
City	State	Zip code	Country	Phone – <i>(for expedited mail)</i>

No.4				
Address – <i>(no P.O. boxes for expedited mail)</i>				
City	State	Zip code	Country	Phone – <i>(for expedited mail)</i>

No.5				
Address – <i>(no P.O. boxes for expedited mail)</i>				
City	State	Zip code	Country	Phone – <i>(for expedited mail)</i>