

Please send completed form to: Western State University College of Law, Student Services Office
1111 N. State College Blvd, Fullerton, CA 92831, or fax to (714) 525-6721.

PLEASE PRINT LEGIBLY AND INCLUDE ALL INFORMATION INCLUDING ZIP CODE

Transcript policies are listed on the back of this form.

This request is for (check all that apply): **Academic Transcript** **Class Ranking**
 Standing (included on the transcript in most cases, please check if you need a separate letter)

Recipient /Send To
(required): _____

Each transcript sent to a different recipient address requires a separate form.

Number of transcripts requested for this recipient:

Transcript Type (please select one):

- Transcript - \$5.00 per copy; processed in 3 – 5 business days.
- RUSH Transcript - \$15.00 for first copy and \$5.00 for each additional copy in the same request; processed within 24 hours. The rush option is not available on Friday orders.

Payment (please select one):

- I have paid online at <https://securepay.securenet.com/edmcwsu/pay.aspx>
- I have enclosed a check

OFFICE USE ONLY:
 Paid \$ _____
 Processed by: _____
 Date Completed: _____

Transcript delivery (please select one):

- Will Pick-up Transcript
- Mail (transcripts will be sent first class though the U.S. Postal system, to the address indicated above)

Student Information:

Name:		Student ID No.(if known):
Street Address:		Current Student: <input type="checkbox"/> Yes <input type="checkbox"/> No.
City, State Zip:		Dates attended:
Home Phone No. ()	Cell Phone No. ()	Date of Birth:
Name at time of enrollment (List all names under which your records might appear, if different):		Email:

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, the student's signature is required for release of transcripts to third parties.

Signature: _____ **Date** _____

Transcript Policies:

- The rush option is not available on Friday orders.
- Requests for transcripts must be made in writing and must contain a signature.
- If you have an outstanding financial obligation with the law school, your transcript cannot be released until such obligation is resolved.
- All HOLDS must be cleared before a transcript request can be processed.
- We do not copy other college/university or law school records.
- Western State University College of Law does not provide “**unofficial**” transcripts.
- Transcripts sent via postal mail will be sent first class through U.S. postal mail to the address indicated by the Requestor on the Transcript Request Form.
- Transcripts cannot be emailed or faxed to any recipient.
- Corrections to the recipient’s address are considered a new transaction and subject to additional fees.
- During peak periods, additional processing time may be required and the rush option may be temporarily suspended.
- Fax copies of transcript requests are accepted when payment is received in advance (see payment section on front) or when credit card payment information is called in to (714) 459-1120.
- Questions? Call or email: (714) 459-1120 / records@wsulaw.edu