

UNIVERSITY OF CINCINNATI COLLEGE OF LAW

Request for Transcript

Minimum 24 hour notice required to fill a transcript request.

The cost of a transcript is \$6 for the first and \$6 for each additional transcript ordered at the same time. Payment by check, money order or cash must be made at the time of receipt of the transcript, or may accompany the request.



College of Law

Special delivery options (at additional cost): \$5 for second-day air or \$10 for overnight.

Under special conditions, the Registrar may start to process a transcript from a faxed request. You should contact the Registrar to make these arrangements.

Your request should include:

- a) name while in attendance
- b) dates of attendance
- c) address(es) of where to send the transcript(s)
- d) your signature
- e) whether to issue the transcripts now or wait for final grades
- f) date the transcript is desired (for picking up in person)

If the transcript is picked up personally or mailed directly to the student, the transcript will be stamped "Issued to Student".

Please indicate if you require the transcript in a sealed envelope.

Forms accompanying the transcript: There is no fee for the completion of forms (bar forms, graduate school admission forms, etc).

Requests for letters of graduation or enrollment certification/verification: There is no fee for this service; however, you should be specific about the wording of the requested certification/verification.

Kindly use the supplied Transcript Request Form, providing additional information as needed on a separate sheet of paper.

Instructions for Completing Transcript Request Form

You may print out a blank form in PDF format and complete it manually or you may complete the text fields of the PDF form using Adobe Acrobat Reader.

Completing paper copy form: If you choose to print out a blank form, please print all required information legibly, sign the form and return it to the address listed below.

Completing digital form: To fill out the text fields of the PDF form using Adobe Acrobat Reader, take the following steps:
Select the Hand Tool, then click the mouse button. When you click, a blinking I-beam cursor will appear, indicating text can be added by typing on your keyboard. To navigate to the next field for more text entry, you can either click in the next field or tab to the next field.

When you have completed entering information in all of the text fields, you should save the filled-out PDF form under a new name so that you can reuse the original form in the event an error was made. Then print the completed PDF form, sign it, and return it to the address listed below. Please note: Digital copies of the completed form are not acceptable. You must return a paper copy of the completed form to the College of Law.

College of Law Registrar
University of Cincinnati College of Law
P.O. Box 210040
Cincinnati, OH 45221-0040
513-556-0070
fax: 513-556-2391
www.law.uc.edu/registrar/

UNIVERSITY OF CINCINNATI COLLEGE OF LAW
Transcript Request Form

Name: _____ Date: _____
 Social Security Number: _____ Home Phone: _____
 Name During Law School: _____ Work Phone: _____
 _____ Email: _____
 Number of Transcripts: _____ Date Desired: _____

Twenty-four (24) hours notice required to issue transcript(s). Fee: \$6.00 for the first copy and \$6.00 for each additional transcript ordered at the same time. Payment should be made at the time of receipt or included with the request and made payable to "University of Cincinnati."

Currently Enrolled Or Graduated/Attended from to
 Issue Transcript(s) Or Hold for Semester/Final Grades

Issue Transcript(s) in Sealed Envelope(s) Yes No
 Are Form(s) Accompanying Transcript(s) Yes No

Attach request for letter of graduation or enrollment certification/verification to this form.

Transcript Delivery Options:

U.S. Mail 2nd Day Air (additional \$5.00 per transcript recipient)
 Overnight Will Pick Up (transcript marked "Issued to Student")
 (additional \$10 per transcript recipient)

Mail transcript to:

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Signature

For Office Use Only				
Check#	Dated	Received	Cash	Ready/Sent