TRANSCRIPT REQUEST FORM

The fee for each Official Transcript is $5 and must be paid at time of request
(No fee for members of TLC Alumni Association
or for a transcript going to a Board of Law Examiners)
Student transcripts are free of charge
Please Print Clearly
Allow three days for processing

Last Name: _____ First: _____

Touro Law Center ID#: _____ Check one: ___Current Student ___Graduate ___Other

Address: _____
(Number) (Street)
_____
(City) (State) (Zip Code)

Telephone Number: _____ Email: _____

Signature: _____ Date: _____

Number of Transcripts Requested: ( ) Official Copy
( ) Student Copy

Is this transcript request for the purpose of transfer to another law school? Yes No
(Students who fail to complete withdrawal paperwork prior to the first day of the semester will incur a $100 withdrawal fee and may incur tuition liability.)

***Include Class Rank? Yes No** ***Include copy of LSDAS report? Yes No**

***Hold for semester grades? Yes No**

Would you like this placed in your student mail box? Yes No

Would you like us to hold it in the office until you can come in to pick it up? Yes No

Address where the transcript(s) is/are to be mailed:
Please Print Clearly (Multiple addresses may be continued on back of form.)

_____ _____

_____ _____

_____ _____

**********FOR OFFICE USE ONLY

Bursar Clearance/Fee Paid: _____ Request Processed By: _____

Date: Mailed _____ Faxed _____ E-mailed _____ SMB _____ Picked Up _____