



**University of Connecticut School of Law**  
**Office of the Registrar**  
**55 Elizabeth Street**  
**Hartford, Connecticut 06105**  
**860/570-5136**  
**860/570-5135 (fax)**

**Transcript Request**

In accordance with the Family Educational Rights and Privacy Act of 1974, the student's signature is required for release of transcripts outside of the University community, thus all requests for transcripts **must be made in writing** (telephone and email requests cannot be accepted). This form may be completed and faxed. Additionally, no official transcript can be released until all required financial obligations to the University are satisfied. Please allow 24 hours for processing. Multiple requests/copies or the time at the end of the semester may delay request processing.

**Please note:** Requests for Official transcripts are honored only if transcripts are being submitted to: (1) Bar Examining Committees, (2) Other Institutions of Higher Education, (3) Government Agencies, (4) Clerkship Positions or (5) Employers, upon offers of employment. In all other cases, students must submit documentation which indicates the need for Official copies.

**PLEASE PRINT:**

Current Last Name                      First                      Middle

Social Security Number (Optional); Last 4 digits Requested

Name while in Attendance (if different)

PeopleSoft Student Administration ID Number (7 digits), if known

Address

Dates of Attendance

City                      State                      Zip Code

Daytime Telephone: (    ) \_\_\_\_\_ - \_\_\_\_\_

Student Signature - **REQUIRED**

**SPECIAL INSTRUCTIONS:**

- \_\_\_\_\_ Process Now
- \_\_\_\_\_ Do Not Process Until all Semester Grades Posted
- \_\_\_\_\_ Do Not Process Until Rank/Quintiles Posted

**TRANSCRIPT TYPE:**

- \_\_\_\_\_ Official - See note above and please state why official transcript is needed: \_\_\_\_\_
- \_\_\_\_\_ Unofficial
- \_\_\_\_\_ Degree Audit

**TRANSCRIPT RECIPIENT:**

\_\_\_\_\_ Self

\_\_\_\_\_ Name and Address of Recipient Below

- \_\_\_\_\_ Mail
- \_\_\_\_\_ Pick Up
- \_\_\_\_\_ Number of Copies

\_\_\_\_\_  
 \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**

- \_\_\_\_\_ Process Now
- \_\_\_\_\_ Do Not Process Until all Semester Grades Posted
- \_\_\_\_\_ Do Not Process Until Rank/Quintiles Posted

**TRANSCRIPT TYPE:**

- \_\_\_\_\_ Official - See note above and please state why official transcript is needed: \_\_\_\_\_
- \_\_\_\_\_ Unofficial
- \_\_\_\_\_ Degree Audit

**TRANSCRIPT RECIPIENT:**

\_\_\_\_\_ Self

\_\_\_\_\_ Name and Address of Recipient Below

- \_\_\_\_\_ Mail
- \_\_\_\_\_ Pick Up
- \_\_\_\_\_ Number of Copies

\_\_\_\_\_  
 \_\_\_\_\_

**For Office Use Only:**

Processor's Initials

Date Received

Date Processed

Service Hold Restriction Date