

Law Transcript Request Form

Law Registrar's Office
 10101 S. Terwilliger Blvd, MSC 51
 Portland, Oregon 97219
 Phone: 503-768-6614
 Email: lawreg@lclark.edu

- Return this form to the Law Registrar's Office by email, mail, or in person
- If your account is not clear with the Student Accounts Office (503-768-7829), transcripts cannot be released

NOTE: If you also completed coursework with the College of Arts and Sciences or the Graduate School of Education & Counseling, please order those transcripts separately through the CAS Registrar's office or the Graduate School Registrar's office. Information on ordering CAS transcripts can be found at <http://college.lclark.edu/offices/registrar/transcripts/> and information on ordering Graduate School transcripts can be found at <https://graduate.lclark.edu/offices/registrar/transcripts/>

Last name	First name	Middle name	
Current Address (include Apt. # if applicable)	City	State	Zip
Birth date	Maiden/Other Name(s) under which you attended	Phone number	
LC ID# or last 4 digits of SSN	Approximate dates of attendance (ex: 2004-2006)	Email address	
Student's Signature			Date

Signature indicates permission to release transcript – Typed signatures will not be accepted

ORDERING INSTRUCTIONS:

Number of transcripts to be mailed to address above: _____ Number of transcripts to be picked up (photo ID required): _____
 Number of transcripts to be mailed to institution(s) below: _____

Name/Dept.	Name/Dept.
Institution	Institution
Address	Address
City	City
State	State
Zip	Zip

SPECIAL INSTRUCTIONS:

- Process after degree is posted. Degree date: _____ Process after grades are posted. Term/year: _____
 Process after removal of Incomplete grade: Course _____ Term/Year: _____

ADDITIONAL DOCUMENTS:

- Include class rank statement. # of statements: _____ Include Letter of Good Standing. Transfer or Visitor: _____
 Transfer/Visitor Packet. Transfer or Visitor Packet: _____ # of Packets: _____

Transfer packet includes: letter of good standing, transcript, LSAT score, and rank statement.

PAYMENT: No charge for standard processing of transcripts. Charges may apply for special shipping depending on location and type of service. The first Transfer/Visitor Packet is free of charge, each additional packet is \$5.