



Georgetown University Law Center Transcript Request Form

Ordering a Transcript

1. Cost is \$5.00 per copy. Please make your check or money order payable to Georgetown University. We cannot accept credit card payments. There is no charge for a transcript sent directly to a state bar.
2. Transcripts cannot be released if the student's account is delinquent.
3. †A signature is required for the release of a transcript.
4. *Transcript requests received by 4pm, Monday through Friday will be ready after 1pm the next business day.
5. Please mail or fax your request to:
Office of the Registrar
Georgetown University Law Center
Room 315
600 New Jersey Avenue, NW
Washington, DC 20001
(202) 662-9235 Fax
6. If faxing your request, please indicate that you are sending the payment separately.
7. Transcripts are sent via regular U.S. mail and fax. If you are in the U.S. and need expedited Federal Express delivery, please provide a credit card number (including the expiration date, the type of card, and 3-digit card security code), a Federal Express account number with your request, or completed Federal Express US Airbill. Your account will be charged by the shipper, not Georgetown. If you are outside of the U.S. and need Federal Express delivery, please e-mail lawreg@law.georgetown.edu for further instructions.

Full Name: _____
Last
First
M.I.

Address: _____
Street Address
Apartment/Unit

City
State
ZIP Code

Home Phone: _____ Birth Date: _____

E-mail Address: _____

GoCard Number: _____

If you were enrolled under another name, please list: _____

**If not currently enrolled, please list dates of attendance and degree earned: _____

- _____ Number of Copies ----- Individually Seal Transcripts
- Hold for Semester Grades (Fall Spring Summer)
- Pick Up
- Joint Degree Student (school) _____
- Send/Fax to: _____

 Please list additional recipients and their complete addresses on a separate sheet and send with this completed form.

Comments: _____

Federal Express Delivery: Yes

†Signature: _____ Date: _____

*Transcripts for students who attended prior to 1980 require 3 days for processing.
 JD and LLM transcripts are separate documents and separate transcript charges apply.