



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.

2. There is no charge for a transcript sent directly to a state bar.

3. Transcripts cannot be released if the student's account is delinquent.

4. † **A signature is required for the release of a transcript.**

5. *Please allow 24 hours for transcript processing from date received.

6. Please mail your request and payment to:

Office of the Registrar
Georgetown University Law Center
Room 315
600 New Jersey Avenue, NW
Washington, DC 20001

7. Faxed requests can be sent to (202) 662-9235

8. If you need next-day delivery, please provide a credit card number (including the expiration date and the type of card) or a Federal Express account number with your request. Your account will be charged by the shipper, not Georgetown.

Please note that you cannot charge the cost of the transcript to your credit card account.

Please Type or Print:

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit*

_____ *City* *State* *ZIP Code*

Home Phone: _____ Alternate Phone: _____

E-mail Address: _____

GoCard Number: _____ Date of Birth: _____

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

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

- Number of Copies _____
- Hold for Semester Grades (Fall Spring Summer)
- Individually Sealed Envelopes
- For pick up
- Send/Fax to: _____

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

Comments: _____

†Signature: _____ Date: _____

*Transcripts for students that attended the Law Center before 1980 require 3 business days to process.

**JD and LLM transcripts are separate documents; separate transcript charges apply.