Georgetown University Law Center
Transcript Request Form
for
State Bars

Ordering a Transcript

1. There is no cost for official transcripts sent directly to state bars or within Georgetown University. All other requests must be made online through Parchment on our website or GU Experience.
2. Transcripts cannot be released if the student's account is delinquent.
3. †**A signature is required for the release of a transcript.**
4. *Transcripts take 1-2 business days to process.
5. Please mail, fax, or e-mail your signed request to:

   Georgetown University Law Center
   Office of the Registrar
   Hotung Building, Suite 4101
   600 New Jersey Avenue, NW
   Washington, DC 20001
   (202) 662-9235 Fax
   lawreg@law.georgetown.edu

6. Transcripts are sent via regular U.S. mail or email.

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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
☐ Hold for Semester Grades (Fall ☐ Spring ☐ Summer ☐)
☐ Pick Up
☐ Joint Degree Student (school)_____
☐ Send/Fax to: _____

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

Comments: _____
_____

_____

†**Signature**: _____ Date: _____

*Transcripts for students who attended prior to 1980 require 3 days for processing.