



Dear Student,

1. Transcripts cannot be released if the student's account is delinquent.
2. **A signature is required for the release of a transcript. Digital signatures are not sufficient.***
3. Transcript requests received by 4pm, Monday through Friday will be ready after 1pm the next business day.
4. 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

Fax (001 (202) 662-9235

5. 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 the [Registrar's Office](#) for further instructions.

Full Name: _____
Last First

Address: _____
Street Address

City and State (if available) Country ZIP/Post Code

Home Phone: _____ Date of Birth: _____

Email Address: _____ GoCard No: _____

_____ Number of Copies Y/N Individually Seal Transcripts

Send/Fax to: _____

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

Comments: _____

Y/N Federal Express Delivery (FedEx)

*Signature: _____ Date _____