



Georgetown University Law Center Transcript Request Form

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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, 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 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
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†Signature: _____ Date: _____

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