

Seton Hall Law School

TRANSCRIPT REQUEST FORM

Official transcripts are printed and released only to second parties (e.g., institutions, businesses).
Unofficial transcripts (student copies) are released directly to the student.
First 5 Transcripts - No charge. Additional Transcripts are \$5.00 each.

Please complete a separate request for each address.

FORM INSTRUCTIONS

1. Insert information into fillable fields.
2. Print, sign or digitally sign the form.
3. Submit form via mail, email or fax to Enrollment Services.
 - Email: law_registrar@shu.edu
 - Fax: 973-642-8956

MAILING ADDRESS

Seton Hall Law School
Office of Enrollment Services
One Newark Center
Newark, NJ 07102

Last Name: _____ First Name: _____ M.I. _____ Student I.D. Number: _____
Leave blank if unknown

Former/Maiden Name: _____ Date of Birth: _____
Name used while in attendance

Phone Number: _____ Email: _____

INSERT MAILING ADDRESS OR EMAIL ADDRESS TO SEND TRANSCRIPT BELOW (OR INDICATE "PICK UP")

Number of copies to this address

NOTE: Applicant is responsible for correct address.

Years of Attendance:

From	To	Degree	Degree Date
_____	_____	_____	_____

Indicate conditions to be satisfied before transcript is sent. Transcripts will be sent "as is" unless hold is requested.

- | | |
|--|---|
| <input type="checkbox"/> Hold for award of degree | <input type="checkbox"/> Hold for change of grade |
| <input type="checkbox"/> Hold for current semester grades
(semester: _____) | <input type="checkbox"/> Other _____ |

Reason for this request (e.g. scholarship application, job application, clerkship)

Signature _____

Date _____