

Seton Hall Law School

TRANSCRIPT REQUEST FORM

Official transcripts are released only to second parties (e.g., institutions, businesses).

Unofficial transcripts (student copies) can be 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 form.
3. Sign the form.
4. Submit printed form in person or by mail to the Office of Enrollment Services.
5. Keep a copy for your records.

MAILING ADDRESS
Office of Enrollment Services
Seton Hall Law School
One Newark Center
Newark, NJ 07102
Fax: (973) 642-8956

Last Name _____ First Name _____ M.I. _____ Student I.D. Number _____
Address _____ Date of Birth _____
City _____ State _____ Zip Code _____
Phone Number _____ Former / Maiden Name _____

SEND TRANSCRIPTS TO ADDRESS BELOW (OR INDICATE "PICK UP")

Number of copies to this address

NOTE: Applicant is responsible for correct address!

Provide information for records to be sent:

From _____ To _____ Degree _____ Degree Date _____

Indicate conditions to be satisfied before records are sent. Records will be sent "as is" unless hold is requested.

- Hold for award of degree Hold for change of grade
 Hold for current semester grades (semester: _____) Other _____

Reason for this request (e.g. job application)

Signature _____

Date _____