

UNIVERSITY OF CINCINNATI COLLEGE OF LAW

Request for Transcript

Minimum 24 hour notice required to fill a transcript.

The cost of a transcript is \$5 for the first and \$3 for each additional transcript ordered at the same time. Payment by check, money order or cash must be made at the time of receipt of the transcript or can accompany the request.



College of Law

Special delivery options (at additional cost): \$5 for second-day air or \$10 for overnight.

Under special conditions, the Registrar can start to process a transcript request from a faxed request. You should contact the Registrar to make these arrangements.

Your request should include:

- a) name while in attendance
- b) dates of attendance
- c) address(es) of where to send the transcript(s)
- d) your signature
- e) whether to issue the transcripts now or wait for final grades
- f) date the transcript is desired (for picking up in person)

If the transcript is picked up personally or mailed directly to the student, the transcript will be stamped "Issued to Student".

Please indicate if you require the transcript in a sealed envelope.

Forms accompanying the transcript: There is no fee for the completion of forms (bar forms, graduate school admission forms, etc).

Requests for letters of graduation or enrollment certification/verification: There is no fee for this request, however, you should be specific in the wording of the letter.

Kindly use the supplied Transcript Request Form, providing additional information as needed on a separate sheet of paper.

