



Seattle University School of Law
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Document Request Form

Official transcript fee for grads: \$5 each
 (Cash or check accepted)

Please note: current students can also access unofficial transcripts on SUOnline (<https://suonline.seattleu.edu>).

STUDENT INFORMATION

Full Name: _____
Last First Middle initial

Former name(s): _____ **Phone:** _____

SU ID#: _____ **Email:** _____

Status (please check one): Current student Not currently enrolled (Date of last attendance: MM/YY) Graduated (Degree date: MM/YY)

DOCUMENT TYPE

| | | Format | Quantity |
|--------------------------|--|--|---|
| <input type="checkbox"/> | Official Transcript | <input type="checkbox"/> HARD COPY ONLY | <input type="checkbox"/> PDF NOT AVAILABLE |
| <input type="checkbox"/> | Unofficial Transcript | <input type="checkbox"/> Hard-Copy | <input type="checkbox"/> PDF Copy |
| <input type="checkbox"/> | Letter of Good Standing | <input type="checkbox"/> Hard-Copy | <input type="checkbox"/> PDF Copy |
| <input type="checkbox"/> | Letter of Class Rank | <input type="checkbox"/> Hard-Copy | <input type="checkbox"/> PDF Copy |
| <input type="checkbox"/> | Enrollment Verification* <i>*This will <u>only</u> state current enrollment and anticipated graduation date. Please indicate in "Other" if any other information is needed in verification.</i> | <input type="checkbox"/> Hard-Copy | <input type="checkbox"/> PDF Copy |
| <input type="checkbox"/> | School of Law Application | <input type="checkbox"/> Hard-Copy | <input type="checkbox"/> PDF Copy |
| <input type="checkbox"/> | LSDAS (front page only) | <input type="checkbox"/> Hard-Copy | <input type="checkbox"/> PDF Copy |
| <input type="checkbox"/> | Other (please specify): | <input type="checkbox"/> Hard-Copy | <input type="checkbox"/> PDF Copy |

*NOTE: If you are applying to another law school as a transfer student, or if you are requesting a letter verifying your graduation for a bar, please **do not** use this form. Contact us and we can provide you with the correct form.*

PROCESSING TIME

- Process immediately (requires 2 businesses days)
- Process after current semester grades are posted
- Process after degree is posted

DELIVERY METHOD

- Will pick up
- Email to: _____
- Fax to: _____
- Mail to: _____
Name

Street address

City State Zip

**** Student Signature:** _____ **Date Signed:** _____
(Hand-written signature required)

For office use only

Amount Received: _____ Hold on Document Y/N? _____