### Document Request Form

Document processing time: 2 working days  
Official transcript fee for grads: $5 each

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

<table>
<thead>
<tr>
<th>Check all boxes that apply</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Official transcript</td>
<td></td>
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<tr>
<td>- Unofficial transcript</td>
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<tr>
<td>- Letter of good standing</td>
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<tr>
<td>- Enrollment verification</td>
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<tr>
<td>- Letter of rank in class</td>
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<tr>
<td>- School of Law application</td>
<td></td>
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<tr>
<td>- LSDAS (front page only)</td>
<td></td>
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<tr>
<td>- Other (please specify)</td>
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</tbody>
</table>

- Currently enrolled
- Not currently enrolled (date of last attendance)
- Graduate (date degree conferred)
- Process transcripts immediately (requires 2 working days)
- Process after degree is posted
- Process after current semester grades are posted
- Will pick up
- Fax to: ____________________________
- Mail to: ____________________________

Name  
Address  
City  
State  
Zip

For office use only

Amount Received: __________  
Hold on Document Y/N? ______  
Processed by: __________  
Office: __________  
Date: __________

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