



**Seattle University School of Law**  
**Office of the Registrar**  
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 Fax: (206) 398-4058  
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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:** \_\_\_\_\_

**Seattle U 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"/> <b>HARD COPY ONLY</b>	<input type="checkbox"/> <b>PDF NOT AVAILABLE</b>
<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? \_\_\_\_\_