



**Request for
Official Transcript**

RECORDS OFFICE

200 McAllister Street • San Francisco, CA 94102 • office (415) 565-4613 • records@uchastings.edu

Personal Information

Update my address with the Records Office.

NAME _____ UC HASTINGS ID OR DATE OF BIRTH _____

ADDRESS _____

CITY _____ ST _____ ZIP _____ CONTACT PHONE OR EMAIL _____

JD LLM MSL

NAME WHILE AT UC HASTINGS (IF DIFFERENT) _____ LAST SEMESTER OF ATTENDANCE _____

Delivery Information

METHOD	# OF OFFICIAL	# OF UNOFFICIAL	COST	TOTAL
PICK-UP <i>Photo ID Required</i>			\$5 each	
1st CLASS MAIL <i>Indicate Address Below</i>			\$5 each	
RUSH – Domestic <i>Indicate Address Below No P.O. Boxes</i>			\$5 each (+ \$20 delivery fee)	
RUSH – International <i>Indicate Address Below No P.O. Boxes</i>			\$5 each (+ \$28 delivery fee)	
TOTAL COST				

Mail To

If applicable, mail transcripts to address(es) below:

Mail _____ transcript(s) to me at the address listed above.

Mail _____ transcript(s) to _____

Indicate additional addresses on back

Rank

If rank information is needed, choose one:

Enclose my final/most recent class rank with each transcript ordered.

Enclose 1 copy of my final/most recent class rank.

I HEREBY CERTIFY THAT I AM THE PERSON LISTED ABOVE AND AUTHORIZE RELEASE OF MY TRANSCRIPT(S) AS INDICATED:

SIGNATURE _____ DATE _____

Process Request Options

Process my request after the following:

Semester grades have been posted for _____ (semester) _____ (year).

Degree has been posted.

Concentration has been posted.

Academic honors have been awarded.

Other: _____

Office use only

Check # _____ Initials _____ Amt _____ Date _____

Additional mailing addresses

Mail _____ transcript(s) to: Name: _____ Address: _____ _____ _____	Mail _____ transcript(s) to: Name: _____ Address: _____ _____ _____
Mail _____ transcript(s) to: Name: _____ Address: _____ _____ _____	Mail _____ transcript(s) to: Name: _____ Address: _____ _____ _____

Mail Transcript Request Form and payment to:

UC Hastings College of the Law
Records Office
200 McAllister Street
San Francisco, CA 94102-4707

Submit requests in person to:

Records Office
200 McAllister, Room 211
office hours: 9:00am – 3:30pm

*****Important Information Regarding Ordering Transcripts*****

- ❖ RUSH transcripts are sent via Federal Express Standard Next Day Delivery.
- ❖ Fax requests are not accepted.
- ❖ Make checks payable to UC Hastings.
- ❖ Cash payments cannot be accepted by the Records Office.
- ❖ Requests are usually available to pick-up or are mailed out within 2 days of receipt.
- ❖ Class ranks are not printed on transcripts but can be enclosed with transcript on a separate page.
- ❖ All holds must be cleared before a transcript is issued. Current students can check holds on WebAdvisor. Contact office that issued the hold.
- ❖ We also offer electronic transcripts and easy only online ordering. Visit www.uchastings.edu/transcripts for more information.