

RECORDS OFFICE

UNIVERSITY OF CALIFORNIA
 HASTINGS COLLEGE OF THE LAW
 200 McALLISTER STREET SAN FRANCISCO, CA 94102
 Ph. (415) 565-4613 records@uchastings.edu

TRANSCRIPT REQUEST FORM

Personal Information

Update my address with the Records Office.

NAME _____ HASTINGS ID OR DATE OF BIRTH _____

ADDRESS _____

CITY _____ ST _____ ZIP _____ CONTACT PHONE _____

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

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

SIGNATURE _____ DATE _____

Delivery Options

METHOD	# OF OFFICIAL	# OF UNOFFICIAL	COST	TOTAL
<u>PICK-UP</u> <i>Photo ID Required</i>			\$5 each	
<u>1ST CLASS MAIL</u> <i>Indicate Address Below</i>			\$5 each	
<u>RUSH</u> <i>Sent via Federal Express Indicate Address Below No P.O. Boxes</i>			\$5 each + delivery fee ____ x \$20 per US destination ____ x \$28 per Intl destination	
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.

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:

Rank

If rank information is needed, choose one:

Include rank with each transcript ordered.

Include 1 copy of my class rank.

OFFICE USE ONLY

Check # _____	Initials _____
Amt _____	Date _____

Additional mailing addresses:

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

- ❖ Credit card payments and online requests can be made online through the National Student Clearinghouse. Visit <http://www.uchastings.edu/records/transcripts.html> for more information.
- ❖ 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 mailed out within 2 days of receipt.
- ❖ Class ranks are not printed on transcripts. If requested, they will 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.
- ❖ For more information, visit our webpage at www.uchastings.edu/records or call (415) 565-4613.