



**UC HASTINGS**  
COLLEGE OF THE LAW  
EST. 1878

**RECORDS OFFICE**

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

**Request  
for Transcript**

**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 \_\_\_\_\_

**Purpose for this Request**

Job Interview  Applying as a visitor or a transfer student to another law school

Other (please explain): \_\_\_\_\_

**Delivery Information**

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

**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](http://www.uchastings.edu/transcripts) for more information.