

CHICAGO-KENT COLLEGE OF LAW

TRANSCRIPT REQUEST FORM

1. All transcripts issued directly to the student are stamped "Issued to Student".
2. Official Transcripts will **not** be issued directly to the student.
3. No documents will be issued if there is any type of financial or administrative hold on your account.
4. Please allow **two business days** for transcript processing. **There is a five copy maximum per semester. No fee for transcripts.**
5. Expedited postage (Fed-Ex, UPS, Etc.) is available only if the **requestor** provides a pre-paid envelope with this request. All other transcripts will be send through the US Postal Service.

STUDENT INFORMATION:

- Mr.
 Mrs.
 Ms.

First Name	Middle Initial	Last Name	
Address	City	State	Zip
Student ID Number	Date of Birth		
Phone Number	Work Phone		

Academic Program:

- Chicago-Kent College of Law

Currently enrolled? YES NO Dates of Attendance _____

- Hold until current semester's grades are posted.
 I will pick up the transcript. (Transcripts not picked up within two weeks will be discarded).
 Please mail the transcript. **(Complete Bottom Portion)**

Student's Signature _____ Date _____

ADDRESS LETTER AS FOLLOWS:

Title

Name

Address

City State Zip