



SCHOOL OF
L A W

Office of the Registrar

www.law.seattleu.edu/registrar

(206) 398-4150

(206) 398-4058 FAX

Document Request Form

Transcript fee: \$5/each

Transcript processing time: 2 working days

Please note: transcripts are free of charge to all currently enrolled students. Unofficial transcripts are also available on SU Online (<https://suonline.seattleu.edu>).

Complete form in full (print clearly)

Today's Date: / /2007

Full Name (*last, first, middle initial*):

Seattle University student ID or Social Security Number:

Other names while in attendance:

Phone: ()

E-mail:

Student Signature (required)

Check all boxes that apply:

- Unofficial transcript (quantity): _____
- Official transcript (quantity): _____
- Letter of good standing
- Enrollment verification
- Letter of rank in class
- LSDAS (front page only)

- Currently enrolled
- Not currently enrolled (date of last attendance) _____
- Graduate (date degree conferred) _____

- Process transcripts immediately (requires 2 working days)
- Process after degree is posted
- Process after current semester grades are posted

- Will pick up
- Mail to:

Name

Address

City

State

Zip

For office use only

Amount Received: _____	Office: _____
Hold on Document Y/N? _____	Date: _____
Processed by: _____	