



Seattle University School of Law
 Office of the Registrar
 901 12th Ave, Sullivan Hall
 P.O. Box 222000, Seattle WA 98122-1090
 Phone: (206) 398-4150
 Fax: (206) 398-4058
 lawreg@seattleu.edu

Document Request Form

Please note: current students can access unofficial transcripts on MySeattleU (my.seattleu.edu)

STUDENT INFORMATION

Full Name: _____
Last First Middle initial

Former name(s): _____ Phone: _____
(Include name you attended Law School under, if no SU ID)

Seattle U ID: _____ Email: _____
(Leave blank if unknown)

Status (please check one): Current student Not currently enrolled Graduated
(Date of last attendance: MM/YY) (Degree date: MM/YY)

DOCUMENT TYPE

Transcripts – Processed electronically by Parchment; for more information, go to:
<https://law.seattleu.edu/student-life/student-services/registrar/academic-records/request-transcripts/>

Enrollment & Graduation Verifications – Processed electronically through Parchment; see above.

		Paper	PDF	Qty:
<input type="checkbox"/>	Letter of Good Standing Document for current or former students who departed with no unresolved academic concerns.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Letter of Class Rank Identical to Letter of Good Standing, however includes current class rank or the class rank at the time of departure. Current 1L students will not receive a final rank until after the completion of their first full academic year (typically in June)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	School of Law Application	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	LSDAS (front page only)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Other (please specify):	<input type="checkbox"/>	<input type="checkbox"/>	

*NOTE: If you are applying to another law school as a transfer student, or if you are requesting a letter verifying your graduation for a bar, please **do not** use this form. Contact us and we can provide you with the correct form.*

PROCESSING TIME

- Process immediately (requires 2-3 businesses days).
- Process after current semester is completed.
- Process after degree is posted.

DELIVERY METHOD

- Will pick up.
- Email to: _____
- Fax to: _____
- Mail to: _____
Name

Street address

City State Zip

**** Student Signature:** _____ **Date Signed:** _____
(Hand-written or electronic signature required)

For Office Use Only: Amount Received: _____ Hold on Document Y/N? _____