Transcript Request Form



x

Name: X- Number:

Dates Attended or   
Year of Graduation: Date of Birth:

Former Name(s): Phone Number:

Transcript Quantity:

Mail to:

Transcripts **cannot** be faxed.

Anyone attending after 1990 can request to have a transcript emailed for a cost of $6. The link to order an electronic transcript is

<https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=RF2GTxdEHfX6B9dU>

Current students should order an electronic transcript through UIS.

Further information on transcripts is located on our webpage

<https://www.stjohns.edu/law/student-services/office-registrar>

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Required)

Please note that certain HOLDS on a student account prevent the issuance of a transcript. For HOLDS due to an account in arrears, please see the Student Financial Services site at

<http://www.stjohns.edu/about/administrative-offices/operations/enrollment-management/student-financial-services>

Transcripts are processed within 3-4 business days following the receipt of the request.

**Note:** Transcripts ordered through UIS are printed the next business day.

**Completed forms should be mailed or emailed to:**St. John’s University School of Law  
Office of the Registrar, Rm 4-58  
8000 Utopia Parkway  
Queens, NY 11439   
phone: 718-990-6600  
email: [lawregistrar@stjohns.edu](mailto:lawregistrar@stjohns.edu) (Updated 12/10/2020)