



**ST. JOHN'S
UNIVERSITY**

SCHOOL OF LAW

Transcript Request Form

Name: _____

X- Number: **X** _____

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 can order a paper 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

(Updated 5/19/2021)