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)