



TRANSCRIPT REQUEST FORM

(WSCL is unable to produce electronic copies)

You may scan and email form to records@wsulaw.edu

Please send completed form to: Western State College of Law, Student Services Office
1 Banting, Irvine, CA 92618, fax to (714) 525-6721 or scan to records@wsulaw.edu.

PLEASE PRINT LEGIBLY AND INCLUDE ALL INFORMATION INCLUDING ZIP CODE

Transcript policies are listed on the back of this form.

This request is for (check all that apply): Academic Transcript Class Ranking
 Standing (included on the transcript in most cases, please check if you need a separate letter)

Recipient
(required):

Each transcript sent to a different recipient
address requires a separate form.

Number of transcripts requested for this recipient:

Transcript Type (please select one):

- Transcript - \$7.00 per copy; processed in 3 – 5 business days.
 RUSH Transcript - \$15.00 per copy; processed by the end of the next business day.

Payment (please select one):

- I have enclosed a check Credit Card – www.westcliff.edu/wscl-payment Cash
(Made payable to Westcliff University)

Transcript delivery (please select one):

- Mail (transcripts will be sent first class though the U.S. Postal system, to the address indicated above) Will Pick-up Transcript

OFFICE USE ONLY:

Paid \$ _____
Payment Type: Cash
 Credit/Debit
 Check # _____

Processed by: _____

Date Completed: _____

Student Information:

Campus Attended: <input type="checkbox"/> Fullerton <input type="checkbox"/> Irvine <input checked="" type="checkbox"/> San Diego, please contact Thomas Jefferson School of Law		
Name:		Student ID # or last four of SSN:
Street Address:		Current Student: <input type="checkbox"/> Yes <input type="checkbox"/> No.
City, State Zip:		Dates attended:
Home Phone No. ()	Cell Phone No. ()	Date of Birth:
Name at time of enrollment (List all names under which your records might appear, if different):		Email:

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, **the student's signature is required** for release of transcripts to third parties.

Signature: _____

Date _____

Transcript Policies:

- ELECTRONIC COPIES ARE NOT AVAILABLE
- Requests for transcripts must be made in writing and must contain a signature.
- If you have an outstanding financial obligation with the law school, your transcript cannot be released until such obligation is resolved.
- All HOLDS must be cleared before a transcript request can be processed.
- We do not copy other college/university or law school records.
- Western State College of Law does not provide “**unofficial**” transcripts.
- Transcripts sent via postal mail will be sent first class through U.S. postal mail to the address indicated by the Requestor on the Transcript Request Form. Western State College of Law is not responsible for lost or misdirected mail.
- Transcripts cannot be emailed or faxed to any recipient.
- Corrections to the recipient’s address are considered a new transaction and subject to additional fees.
- Rush requests are not accepted on Fridays.
- We will accept signed requests sent via fax (714 525-6721) or email.
- Questions? Call or email: (714) 459-1121 / records@wsulaw.edu

