

Transcript & Letter of Good Standing Request Form
For School of Law attendees only!

Requests take a minimum of 5 days to process, and may take up to 10 days to process during peak periods or if records must be retrieved from archives.
Financial clearance is required before an official transcript can be issued.

✓	Qty.	Description	Fee	Amount Due
		Student Copy	no charge	n/a
		First Official Copy	no charge	n/a
		Additional Official Copies	\$5.00 each	
		LSDAS Report	\$5.00 each	
		Letter of Good Standing	no charge	n/a
			Total Due	

Method of Payment: Check or Money Order, payable to UDC (No Cash)

Name _____

Student ID or SSN _____ DOB _____ Day-time Phone _____

E-mail Address _____

Dates of Attendance: From _____ To _____ Entered with Class of _____

Check if applicable: Visitor/Non-Matric. Entered in PT Program Graduated? Yes No

I request that the transcript be: Held for Pick Up Mailed to the address below (*for additional addressees, please attach mailing labels*):

Name (Print) _____

Street _____ City _____ State _____ Zip _____

Additional Instructions _____

Required
Signature _____ Date _____

Please indicate purpose of transcript:
 Employment / Internship
 Out-going transfer application
 Bar Admission
 Other (please indicate): _____

Forward Request and Payment To:
 UDC David A. Clarke School of Law
 Registrar's Office, Suite 212
 4340 Connecticut Ave. NW
 Washington, DC 20008
 Fax: (202) 274-7292

Received date: _____ Issue Date: _____ By: _____

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