



# ALBANY LAW SCHOOL

## ALUMNI TRANSCRIPT REQUEST FORM

### Instructions for Ordering Transcripts

- Cost is \$3.00 per transcript (please make checks out to Albany Law School)
- There is no charge for transcripts sent to a state bar
- There is no charge to have your transcript sent to Albany Law School's Admissions Office
- We do not email or fax transcripts; we only mail them or hold them for your pick up
- A signature is required for all transcript requests
- Please allow 2-3 days for processing once the transcript request is received
- We do not accept transcript requests via email or fax
- Please mail your request along with payment to:

*Albany Law School  
Office of the Registrar  
80 New Scotland Avenue  
Albany, NY 12208*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Former Name (if applicable): \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Quantity Requested \_\_\_\_\_

Method of Delivery

\_\_\_\_\_ Hold for pick up (bring ID)

\_\_\_\_\_ Mail to the following address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

*(transcript will not be released without signature)*