

TRANSCRIPT REQUEST FORM

RETURN THIS FORM TO
Faulkner University, Jones School of Law
Attention: Transcripts
5345 Atlanta Highway
Montgomery, AL 36109-3390
FAX (334) 386-7516

Transcript Fee is \$15.00 per transcript (Faxed, Hand Carried, Mailed, Official, or Unofficial). Payment is required by check, money order, or credit card. The transcript fee is waived if the transcript is to be sent to an office or program within Faulkner University. If the University has placed your record on hold, no transcript can be issued until the hold has been cleared.

- Telephone or email requests are not accepted.
- We **DO NOT** offer "NEXT DAY SERVICE."
- Once the request is received it will be processed within 3 business days.
- An official transcript can only be given to a student, former student, or graduate in a sealed envelope.
- Please complete ALL information requested.

PLEASE PRINT: Your name, address, and telephone

Name _____

Address _____

City, State ZIP _____

Telephone _____

Name while attending JSL (if different)

Social Security Number/Student ID

Date of Birth

Dates of Attendance:

TYPE OF TRANSCRIPT REQUESTED: Official Unofficial

CURRENT STUDENTS: Do you want us to wait for grades and/or degree to be posted? Yes No

SEND TRANSCRIPT BY: Mail Fax (Faxed transcripts are always unofficial)

NUMBER OF COPIES: ____ By Mail ____ By Fax

PAYMENT: Mail check or money order to the address at the top of this form. For credit or debit cards:

- Step 1:** Go to <https://www.faulkner.edu/forms/online-payments/>
- Step 2:** Type in your Student ID Number, First Name and Last Name
- Step 3:** Follow the instructions to pay by credit/debit card
- Step 4:** Write the Confirmation Number here: _____

Mail/Fax Transcript To: _____

Attn and/or Fax# _____

Address _____

City, State ZIP _____

Signature/Date _____