

JONES SCHOOL OF LAW

Faulkner University

TRANSCRIPT REQUEST FORM

5345 Atlanta Hwy, Montgomery, AL 36109

Fax#334-386-7516

***TRANSCRIPT FEE is \$15.00** per transcript (Faxed, Hand Carried, Mailed, Official, Student Copy or Unofficial).

*Payment is required by check, credit card or money order.

* The transcript fee is waived, if the transcript is 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.

***ALL** information must be **COMPLETED** in order to process your request.

*Phone or e-mail requests are not accepted.

*We **DO NOT** offer "NEXT DAY SERVICE."

*Once the request is received it will be processed within **3 BUSINESS DAYS**.

PRINT: Your name, address and phone

Name while attending Jones School of Law

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Student ID# or Social Security Number

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Date of Birth

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Date(s) of Attendance _____ Which transcript is requested? _____ Official _____ Unofficial

CURRENT STUDENTS: HOLD for grades and/or degree posting? _____ YES _____ NO

MAIL _____ FAX _____ (Faxed transcript(s) are unofficial) Number of Copies: _____ MAILED _____ FAXED

MAIL TO:

ATTN and/or Fax #

ADDRESS

CITY, STATE, ZIP

Student Signature

Date

Payment

Step One: Go to <https://secure.faulkner.edu/forms/fees/> (or mail your check with form to Law School at address at the top of this form).

Step Two: Type in your Student ID Number, First Name and Last Name

Step Three: Follow the instructions to pay by credit/debit card

Step Four: Write the Confirmation Number here - _____