

Transcript Request Form

Jones School of Law, Faulkner University,
Attention: Transcripts
5345 Atlanta Highway, Montgomery, AL 36109
Fax #334-386-7516

Transcript Fee is \$5.00 per transcript (Faxed, Hand Carried, Mailed, Official or Unofficial). Payment is required by check, money order, or credit card. If the University has placed your record on hold, no transcript can be issued until the hold has been cleared.

- Phone 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.

Print: Your name, address and phone number

Name while attending JSL

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Social Security Number

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Date of Birth

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Dates of Attendance: _____

Which type transcript is requested: ___ Official ___ Unofficial

Current Students: Hold for grades and/or degree posting? ___ Yes ___ No

Mail ___ Fax ___ (Faxed transcripts are unofficial) Number of Copies: ___ Mailed ___ Faxed

Mail To: _____

Attn and/or Fax# _____

Address: _____

City, State Zip: _____

Credit or Debit Card (Am. Express, Discover, MC, VISA)

Card# _____ - _____ - _____ - _____

Exp. Date _____

Signature

Date