

## TRANSCRIPT REQUEST FORM

- \***TRANSCRIPT FEE is \$15.00** per transcript (Official 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.
- \*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
	Student ID# or Social Security Number
	Date of Birth

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

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### **Payment:**

Step 1: Go to this site <https://www.faulkner.edu/payments/> to pay \$15.00 for your transcript.

Step 2: Fill in ALL the information requested.

Step 3: Follow the instructions to pay by credit/debit card.

Step 4: Write the Confirmation Number here: \_\_\_\_\_

Step 5: Scan to [lawregistrar@faulkner.edu](mailto:lawregistrar@faulkner.edu) or fax it to (334-386-7516)

If paying by check or money order mail to Faulkner University, Jones School of Law, Attn: Law Transcripts, 5345 Atlanta Hwy, Montgomery, AL 36109