



THOMAS GOODE JONES SCHOOL OF LAW  
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

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Attn and/or Fax# \_\_\_\_\_

Address \_\_\_\_\_

City, State ZIP \_\_\_\_\_

Signature/Date \_\_\_\_\_

**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://secure.faulkner.edu/forms/fees/>
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