



TRANSCRIPT REQUEST FORM

(WSCL is unable to produce electronic copies)

Please send completed form to: Western State College of Law at Argosy University, Student Services Office
1 Banting, Irvine, CA 92618, or fax to (714) 525-6721.

PLEASE PRINT LEGIBLY AND INCLUDE ALL INFORMATION INCLUDING ZIP CODE

Transcript policies are listed on the back of this form.

This request is for (check all that apply): **Academic Transcript** **Class Ranking**
 Standing (included on the transcript in most cases, please check if you need a separate letter)

Recipient
(required):

Each transcript sent to a different recipient address requires a separate form.

Number of transcripts requested for this recipient:

Transcript Type (please select one):

- Transcript - \$5.00 per copy; processed in 3 – 5 business days. (\$7.00 eff June 1, 2018)
 RUSH Transcript - \$15.00 per copy; processed by the end of the next business day.

Not available on Friday orders.

Payment (please select one):

- I have enclosed a check Credit Card - *Please call the office at (714) 459-1120 to pay by telephone.* Cash

Transcript delivery (please select one):

- Mail (transcripts will be sent first class though the U.S. Postal system, to the address indicated above) Will Pick-up Transcript

OFFICE USE ONLY:

Paid \$ _____
 Payment Type: Cash
 Credit/Debit
 Check # _____

Processed by: _____

Date Completed: _____

Student Information:

Campus Attended: <input type="checkbox"/> Fullerton <input type="checkbox"/> Irvine <input checked="" type="checkbox"/> San Diego, <i>please contact Thomas Jefferson School of Law</i>		
Name:		Student ID No.(if known):
Street Address:		Current Student: <input type="checkbox"/> Yes <input type="checkbox"/> No.
City, State Zip:		Dates attended:
Home Phone No. ()	Cell Phone No. ()	Date of Birth:
Name at time of enrollment (List all names under which your records might appear, if different):		Email:

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, the student's signature is required for release of transcripts to third parties.

Signature: _____

Date _____

Transcript Policies:

- ELECTRONIC COPIES ARE NOT AVAILABLE
- The rush option is not available on Friday orders.
- Requests for transcripts must be made in writing and must contain a signature.
- If you have an outstanding financial obligation with the law school, your transcript cannot be released until such obligation is resolved.
- All HOLDS must be cleared before a transcript request can be processed.
- We do not copy other college/university or law school records.
- Western State College of Law at Argosy University does not provide “**unofficial**” transcripts.
- Transcripts sent via postal mail will be sent first class through U.S. postal mail to the address indicated by the Requestor on the Transcript Request Form. Western State College of Law is not responsible for
- Transcripts cannot be emailed or faxed to any recipient.
- Corrections to the recipient’s address are considered a new transaction and subject to additional fees.
- During peak periods, additional processing time may be required and the rush option may be temporarily suspended.
- We will accept signed requests sent via fax (714 525-6721) or email. Please call 714 459-1120 for payment arrangements.
- Questions? Call or email: (714) 459-1120 / records@wsulaw.edu

