



Transcript Request Form

Mail Completed Form to:

Whittier Law School

3333 Harbor Blvd

Costa Mesa CA, 92626

Or fax to 714-444-3458 (for pickups only)

Office of the Registrar

ONLINE DIRECTIONS: This is an editable pdf form. Complete highlighted areas, print it, manually sign it, and return it to the Office of the Registrar for processing. Or you can print the form and manually fill it out.

NOTE: Using this form, you can only pay by Cash, Check or Money Order. Whittier Law School has contracted the National Student Clearinghouse to handle the processing of Credit Card orders for transcripts. **TO PAY BY CREDIT CARD**, please visit the following site: <http://www.getmytranscript.com>

TO PAY BY CHECK OR MONEY ORDER:

Student Information:

Enter Full Name _____

SSN / ID _____ Previous Name _____

Address 1 _____

Address 2 _____

City, State, Zip _____

Phone Number _____ Email Address _____

Last Date of Attendance _____

Send Transcript To:

Enter Full Name _____

Address 1 _____

Address 2 _____

City, State, Zip _____

Fax Number _____ Email Address _____

I will pick up transcript.
We will notify you at the phone number
or email address supplied when ready.

TRANSCRIPT INFORMATION:

Transcript Type	Processing Time:	# of transcripts	Price per transcript	Total
Regular	3-5 business days		5.00	
Emergency	Within 24 hours of receipt		10.00	

SPECIAL INSTRUCTIONS:

Include Good Standing

Include Class Rank

Other: _____

Student Signature: _____

For Office Use Only			
<input type="checkbox"/> Amount Received \$ _____	<input type="checkbox"/> Cash _____	<input type="checkbox"/> Check# _____	<input type="checkbox"/> Account Clear _____
Authorized by: _____	Date: _____	Date Processed _____	