

## School of Law Transcript Request Form for Current and Former Students

120 Hayden Hall • 360 Huntington Avenue, Boston, MA 02115 • Tel: 617.373.2300 • Fax: 617.373.5351 • transcripts@neu.edu • www.northeastern.edu/registrar

Directions: Complete and submit this form. It may be hand-delivered or mailed to the registrar's office at the above address, faxed to 617.373.5351, or e-mailed as an attachment in PDF format to transcripts@neu.edu. Your signature must be on the form.

I am requesting an OFFICIAL School of Law Transcript—indicate number of copies needed: 1 or 2

An OFFICIAL School of Law Transcript consists of the following:

1. a cover letter explaining the School of Law grading system with the registrar's stamp
2. a University transcript, which lists all courses taken (including the credit/no-credit, pass/fail, or honorific designation for each course) and each co-op completed
3. copies of course evaluations
4. copies of co-op evaluations

You can request up to two copies of an official transcript. It will take three to five business days to process this request, but during the late summer and early fall (which are especially busy times), please allow one week for requests to be processed. The official transcript is not currently available in an electronic format.

I am requesting an UNOFFICIAL University Transcript—the University transcript page only.

UNOFFICIAL University Transcript

Many employers will accept a copy/unofficial transcript. If you need a copy/unofficial transcript, the only document you need from the Office of the Registrar is University transcript, which lists all courses taken (including the credit/no-credit, pass/fail, or honorific designation for each course) and each co-op completed. The Office of the Registrar can produce an unofficial University transcript within 24 hours. It is not printed on security paper; you can make photocopies.

Please contact the School of Law Career Services office (lawcareers@neu.edu) for further information about submitting unofficial transcripts to employers. There are also instructions concerning such submissions on the announcements page of the School of Law Symplicity site (<https://law-neu-csm.symplicity.com/>).

Date \_\_\_\_\_ Class of \_\_\_\_\_

NUID \_\_\_\_\_ Day Telephone Number \_\_\_\_\_

Last Name (the last name you use(d) as an NU student) \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Local Address \_\_\_\_\_

I will pick up my requested transcript(s) at 120 Hayden Hall (picture ID required)

Deadline \_\_\_\_\_

If you request a deadline within the three-to-five-business-day window, it will be ready on your requested deadline. You will not receive notification.

Please mail my requested transcript(s) to the following address:

(Transcripts will be mailed within three to five business days of receipt of request.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student's Signature \_\_\_\_\_