

## Law School Transcript Request Form

- Transcript requests can take 2-3 business days to fulfill.
- The Law School does not have the capability to transmit transcripts electronically.

Name: \_\_\_\_\_

T- Number: \_\_\_\_\_ Year Last Enrolled: \_\_\_\_\_

Previous Name: (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_ Today's Date \_\_\_\_/\_\_\_\_/20\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_ Number of Unofficial Copies (No Charge)

\_\_\_\_ Number of Official Copies (No Charge)

### Check all that Apply

☐ Hold for Current Semester Grades: Semester \_\_\_\_\_

☐ Hold for Degree Notations: Semester \_\_\_\_\_

☐ Hold for Pick Up

☐ Place in Sealed Envelope

☐ Place in Separate Envelopes

☐ Please mail my transcript to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(Please see the following page for instructions for completing this form)

## Instructions for Completing this Form

1. Questions or concerns call (501) 916-5435
2. Complete all information as requested above.
3. Submit the completed and signed form via:

**Mail:** UA Little Rock School of Law  
Attn: Registrar  
1201 McMath Avenue, Room 104  
Little Rock, AR 72202

**Fax:** (501) 916-3967

**Email:** Email to [law-records@ualr.edu](mailto:law-records@ualr.edu). *You must submit a scan with your signature.*