

# Widener University Delaware Law School

## Records Request Form for Students/Alumni

### ORDERING PROCESS:

There is a \$2.00 fee for each transcript requested via cash or check made payable to Widener University Delaware Law School. Requests are processed within 24-48 hours of receipt of the completed form. During peak periods, additional processing time may be required. Submit this form in person or by mail to the attention of the Registrar's Office to the address indicated below. Transcripts may be mailed or picked up (please bring photo ID). We cannot email or fax transcripts.

### STUDENT INFORMATION:

Student Name: \_\_\_\_\_ Former/Maiden Name: \_\_\_\_\_  
Student ID# or last 4 digits of SSN: \_\_\_\_\_ Best Telephone: \_\_\_\_\_  
Academic Program: \_\_\_\_\_ Currently Enrolled: YES or NO Graduation Date: \_\_\_\_\_

### TRANSCRIPT REQUESTS

Official Transcript (all transcripts are official)

Reason for Transcript Request:

*Transcripts cannot be emailed or faxed.*

Employment

Graduate/Professional School

Personal/Other

Transfer\*

*Transcripts will NOT be prepared for any individual with outstanding financial obligations to Widener University.*

*\*To help us understand the needs of our students, please let us know why you are interested in transferring to another law school.*

### OTHER REQUESTS

Enrollment Verification Letter

Grade Report - *Indicate term*

Letter of Academic Standing

LSAC Report [top page only; includes LSAT score(s)]

With Rank

Law School Application (includes addendums to original application)

### PROCESSING AND DELIVERY

Processing:

Hold for current term grade release

Hold for degree notation

Process now

Delivery:

Pick-up by student/alumnus

Mail requested item to:

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**For Office Use Only:**

Date Received: \_\_\_\_\_

Amount Received: \_\_\_\_\_

Cash or Check #: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Processed by: \_\_\_\_\_

*Form revised on 8/6/2015*