



ALBANY LAW SCHOOL

ALUMNI TRANSCRIPT REQUEST FORM

Instructions for Ordering Transcripts

- Cost is \$3.00 per transcript (please make checks out to Albany Law School)
- There is no charge for transcripts sent to a state bar
- We do not email or fax transcripts; we only mail them or hold them for your pick up
- A signature is required for all transcript requests
- Please allow 2-3 days for processing once the transcript request is received
- We do not accept transcript requests via email or fax
- Please mail your request along with payment to:

*Albany Law School
Office of the Registrar
80 New Scotland Avenue
Albany, NY 12208*

Name: _____ Date: _____

Former Name (if applicable): _____

Dates of Attendance: _____

Phone: _____ Email: _____

Quantity Requested _____

Method of Delivery

_____ Hold for pick up (bring ID)

_____ Mail to the following address: _____

Signature: _____

(transcript will not be released without signature)