



Pepperdine University School of Law - Office of Student Information and Services

TRANSCRIPT REQUEST FORM

Credit Card Request: Fax: (310) 506-7668
Check/cash mailing address: Pepperdine University School of Law
Attention: Office of Student Information and Services
Malibu, CA 90263

Date of Request: Social Security Number/ID:
First Name: Middle: Last Name:
Other Name(s): e-mail:
Home Address: Apt. Number:
City: State: Zip Code:
Phone (Home): Business: Cell:
Number of Transcripts: Years Attended: From To

Fees: \$5.00 each Official Transcript; Unofficial Transcript, \$2.00; Fax and email, no charge

Payment Method: Cash Check Visa/MasterCard # Exp. Date:

Delivery Method: () Pickup Date: Destroyed after 5 days for non-pickup.
() Faxed to: Fax Number:
() Emailed to: Email Address:
() Mailed Regular UPS overnight (Please add \$15 per address)

Addressee: (Please attach separate sheet for additional addresses)

Address: City: State: ZIP:

Hold sending of transcript for current term grades? Yes No Degree posting? Yes No
Class ranks will be typed on transcripts by request. Include class rank? Yes No

Additional Comments:

AUTHORIZATION: I hereby release to the addressee named above, my Pepperdine University School of Law academic record.

IF REQUESTOR HAS OUTSTANDING FINANCIAL OBLIGATIONS TO THE UNIVERSITY, TRANSCRIPTS WILL NOT BE RELEASED

Signature: Date:

OFFICIAL USE ONLY

Amount Paid \$ Cash Check Credit Card Finance Approval
Processed by Comments: