

PEPPERDINE UNIVERSITY

School of Law

TRANSCRIPT REQUEST

Directions: Please provide the following information to assist us with your transcript request. Transcript processing time is 2-3 business days after your request is received. All requests will be processed in the order they are received.

Official transcripts are \$5.00 each. Printed unofficial transcripts are \$2.00 each. There is no charge for unofficial transcripts that are emailed or faxed. PDF transcripts sent via email or fax are considered and clearly marked UNOFFICIAL.

If you have questions about your transcript request, please contact the Office Student Information and Services at 310-506-4638.

Upon completion of this request form, return it to the School of Law with payment (cash, check, or money order payable to Pepperdine University) using one of the following methods:

- **Mail** to: Pepperdine University School of Law - Attn: Office of Student Information and Services
24255 Pacific Coast Highway - Malibu, CA 90263-4631
- **Deliver** your request in person to the School of Law Office of Admissions, Student Information and Services.
- If requesting an unofficial transcript, you may **Fax** to: 310-506-7668 or **Email** to: lawstudentinfo@pepperdine.edu.

To pay by credit card, please visit https://www.nslc.com/secure_area/Transcript/to_bridge.asp.

We must have a **signed** request in order to release transcripts. Unsigned requests will not be honored.

If requestor has outstanding financial obligations to the university, transcripts will not be released.

Requestor Information

Last Name		First Name		Middle Name	Previous Last Name
Current Address					CWID Number or SSN
City		State	Zip Code		Birth Date
Email Address					Phone Number
Years Attended		Hold sending of transcripts for current term grades?			Include class rank? (JD Only)
From:	To:	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Send Transcript To (please attach separate sheet for additional destinations)

Recipient			Quantity (Official) _____ X \$5.00 = \$ _____ (Unofficial) _____ X \$2.00 = \$ _____		
Address (1) or Email Address or Fax Number			Delivery Method	Shipping Charge (Per Address)	
Address (2)			<input type="checkbox"/> US Mail <input type="checkbox"/> UPS Overnight <input type="checkbox"/> UPS Overnight International <input type="checkbox"/> Pick up <input type="checkbox"/> Email (Unofficial) <input type="checkbox"/> Fax (Unofficial)	\$0.00 \$20.00 \$35.00 \$0.00 \$0.00 \$0.00	
City		State			Zip Code
Country					
Additional Comments					Total charge for this address (\$5.00 per official transcript plus shipping) \$ _____

Authorization

I authorize Pepperdine University to release to the addressee named above transcripts of my Pepperdine University School of Law academic record. I understand that Pepperdine University cannot accept responsibility for transcripts lost in the U.S. Mail system.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date Received	Amount Paid	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Money Order	Processed	Logged	Date Sent	Initial
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