

Your transcript request will be completed after we receive your completed form.

**YOUR INFORMATION:** Program:  J.D.  LL.M.  M.T.  PLS  LNC  LCP  MDR

Full Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Name While Attending Capital Law: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ Email address: \_\_\_\_\_

Address & contact person for transcript to be sent: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current student:  Yes  No Date(s) Graduated or withdrew: \_\_\_\_\_

Official Transcript:  Yes  No Official transcripts cost \$5 each. Unofficial transcripts are free.

**\*\*In keeping with the Family Educational Rights and Privacy Act (FERPA, 1974) official transcripts may be sent to the student or to anyone designated by the student and are not released without written permission from the student. Please note that transcripts sent to the student will be stamped as "issued to student".**

**Authorization: I affirm that I am the above-named student. In compliance with FERPA, I hereby give my written consent and authorize Capital University Law School to release my student record as noted.**

**SIGNATURE:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Fax form to (614) 236-6818 or  
email to [registrar@law.capital.edu](mailto:registrar@law.capital.edu)  
Capital University Law School  
Office of Records and Registration  
Attn: Official Transcript Requests  
303 East Broad Street ● Columbus, OH 43215  
Phone: (614) 236-6442 or (614) 236-6440**

FOR OFFICE USE ONLY:

<p><b>PAYMENT INFORMATION</b></p> <p>Total transcripts requested _____</p> <p>Total payment received: \$ _____</p> <p>Payment Method: <input type="checkbox"/> Online – order # _____  <input type="checkbox"/> Check/Money Order <input type="checkbox"/> Cash</p> <p>Date payment processed: _____</p>	<p><b>SIGNATURE RELEASE INFORMATION</b></p> <p>Date FERPA received: _____</p> <p>Received by: _____</p> <p><b>TRANSCRIPT PROCESSING INFORMATION</b></p> <p>Date processed: _____</p> <p><input type="checkbox"/> mailed or <input type="checkbox"/> picked up by student ORR Staff: _____</p>
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