



Elisabeth Haub School of Law

Request for Law School Transcript

Submit this form to the Law Registrar's Office either by mail, in person or fax to 914.422.4248.

You may also order transcripts by email to:

cquerfeld@law.pace.edu or jscambia@law.pace.edu or jwolf@law.pace.edu

U# (required): _____ Phone #: _____

Name: _____

Address: _____

Type

☐ Official Copy (with school seal - in a sealed envelope)

*Not for transfer to another school (use transfer packet form)

* CANNOT be scanned or copied

☐ Unofficial Copy (may be photocopied)

☐ HOLD FOR FINAL GRADES

Delivery

☐ Pick up at Registrar's Office

☐ Email to student (Unofficial Only – Can be used to upload to Simplicity)

☐ Mail to: (NO EMAIL ADDRESSES – Postal Mail ONLY)

Due to the current circumstances, requests may take up to 5-7 business days to process. Therefore, transcripts should be requested well in advance.

Student's Signature: _____ Date: _____