



Transcript/Status Letter Request Form

Complete one form for each item requested unless all items are being sent to the same address. Submit request by U.S. Mail. Include the completed, signed form(s) and payment (cash or check only).

Requests MAY NOT be submitted electronically.

Mail your signed request and payment to:

**Glendale University College of Law
220 North Glendale Avenue, Glendale, CA 91206**

Transcripts and status letters are sent by standard U.S. Mail ONLY. Documents MAY NOT be picked up or sent electronically. Unofficial transcripts and express service are not offered.

Official Transcript \$20 per copy Status Letter \$40 per copy

Mr. Ms. Name: _____
FIRST MIDDLE LAST

Previous Names Used: _____

Address: _____
STREET CITY STATE ZIP

Day Phone: _____ Evening Phone: _____

Mobile: _____ Email: _____

SOC. SEC. NO.: _____ BIRTHDATE (OPTIONAL): _____

Graduated: YES NO Graduation Date: _____

Currently Enrolled: YES NO If no, when did you last attend? _____

Please send my [] Official Transcript and/or [] Status Letter to:

Name: _____
NAME OF INDIVIDUAL/INSTITUTION/ COMPANY

Address: _____
STREET CITY STATE ZIP

Signature: _____

1. Transcripts are not issued unless all outstanding obligations to Glendale University College of Law are cleared.
2. Only Glendale University College of Law transcripts will be issued. Transcripts from other schools must be ordered from original sources.
3. In accordance with the Federal Educational Rights and Privacy Act of 1974, student-written authorization is required to release any information.

For Office Use Only

Amount Paid for Transcript(s): _____ Form of Payment: Cash Check

Account clear? Yes No Approved By: _____

Date Approved: _____ Date Transcript Sent: _____ Sent By: _____