



# GLENDALE UNIVERSITY COLLEGE OF LAW

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Glendale, CA 91206

## Transcript/Status Letter Request Form

Complete one form for each item requested unless all items are being sent to the same address.  
When mailing in requests, include the completed, signed form(s) and payment (cash or check only).  
Requests MAY NOT be submitted in person or by email. Refresh browser before printing this form.

**Mail your signed request and payment to:**

**Glendale University College of Law  
350 N. Glendale Ave., Suite B-366, Glendale, CA 91206**

Documents sent out by standard U.S. Mail only. Processing time 10-15 business days.

No express, pick up, electronic, or unofficial transcript services 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: \_\_\_\_\_