

SCHOOL OF LAW
TRANSCRIPT REQUEST FORM



120 Hayden Hall
360 Huntington Avenue, Boston, MA 02115
Tel: 617.373.2300 Fax: 617.373.5351
TTY: 617.373.5360 www.neu.edu/registrar

This form may be hand-delivered or mailed to the Registrar's Office at the above address, faxed to 617.373.5351, or e-mailed as an attachment in PDF format to transcripts@neu.edu.

An official School of Law transcript consists of the following:

1. a letter from the Registrar explaining the School of Law grading system
2. a transcript of academic history (including co-op placements)
3. copies of course evaluations
4. copies of co-op evaluations

You can request up to two copies of an official transcript. It will take three to five business days to process this request. During application periods, please allow at least one week for requests to be processed. The official transcript is not currently available in an electronic format.

Unofficial Law School Transcript

Many employers will accept an unofficial transcript. If you need an unofficial transcript, the only document you need from the Registrar's Office is an unofficial transcript of academic history (which can be processed immediately). An unofficial transcript is not printed on security paper, which will allow you to make copies.

You may contact the Office of Career Services in the School of Law (lawcareers@neu.edu) for further information on submitting unofficial transcripts to employers.

Date _____ Class of _____

NUID _____ Day Telephone Number _____

Name _____
Last First M.I.

Local Address _____

Number of copies needed: 1 or 2

Deadline _____ (Please allow time if transcript(s) are to be mailed)

☐ I will pick up my transcript(s) at 120 Hayden Hall (picture ID required)

☐ Please mail my transcript(s) to the following address:

Student's Signature _____