

## **Temple University Beasley School of Law Transcript Requests**

**PLEASE ALLOW ONE WEEK FOR PROCESSING** (Two weeks for TUJ students) - Transcripts are provided free of charge to current students and alumni. For more than five transcripts per request, each transcript will cost \$6.00. To release your transcript, **your hand-written signature** is required.

In your transcript request please provide your social security or TUID number, your student status (class/year, if currently enrolled, or graduation date) and your telephone number or e-mail address in case we need to contact you. You may request that we release the transcript to you (unofficial) or to a third party (official).

**Unofficial** transcripts are suitable for most purposes unless certified or official transcripts are specifically requested of you.

**Official** or certified copies of your transcript which bear the registrar's signature and are embossed with the seal of the law school are generally mailed directly to the third parties. Official transcripts are released to students when needed to accompany applications, however, they are in a sealed envelopes and bear a statement both inside and out that they are not official if the seal has been broken.

You may submit requests to:

**Law School Registrar's Office  
Temple University Beasley School of Law  
Suite 103 Barrack Hall  
1719 North Broad Street  
Philadelphia, PA 19122  
Tel: 215-204-1610 Fax: 215-204-1277**

Please include your full name, social security number, year of graduation, your hand-written signature and the address to which you would like the transcript sent.

Unless you express an emergency need, expect the process to take five days to complete. For students at TUJ, it may take more time. Please submit the request in advance.

E-mail your requests to the Registrar, Barbara Bennett Yates at [lawregis@temple.edu](mailto:lawregis@temple.edu). Feel free to call (215) 204-1610 to make sure your transcript is ready.

**Temple Law School Transcript Request Form**

Your name: \_\_\_\_\_

Your TUID or Social Security number: \_\_\_\_\_

Degree(s) earned at Temple Law: \_\_\_\_\_

Your graduation year: \_\_\_\_\_

Your current postal address: \_\_\_\_\_

\_\_\_\_\_

Your e-mail address: \_\_\_\_\_

Your telephone number: \_\_\_\_\_

I hereby request \_\_\_\_\_ official transcripts.  
(number)

I hereby request \_\_\_\_\_ unofficial transcripts.  
(number)

Please send my transcripts to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your hand-written signature: \_\_\_\_\_

**Please submit the completed transcript request form to:**

**Office of the Law School Registrar  
Temple University Beasley School of Law  
1719 North Broad Street, Barrack Hall Suite 103  
Philadelphia, PA 19122 U.S.A.  
Tel: 215-204-1610 Fax: 215-204-1277  
Email: [lawregis@temple.edu](mailto:lawregis@temple.edu)**

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