

# REQUEST FORM

GEORGE MASON UNIVERSITY SCHOOL OF LAW  
RECORDS OFFICE

PHONE: 703-993-8015 FAX: 703-993-8019 EMAIL: Lwrecord@gmu.edu

**PHOTO ID REQUIRED FOR TRANSCRIPTS IF REQUESTED BY EMAIL/FAX/MAIL**

Name: \_\_\_\_\_ G #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Is this a new address: Yes \_\_\_ No \_\_\_ E-Mail: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Class Level: 1D \_\_\_ 1E \_\_\_ 2D \_\_\_ 2E \_\_\_ 3E \_\_\_ 3D \_\_\_ 4E \_\_\_ LLM \_\_\_ Visitor \_\_\_  
No Longer Enrolled \_\_\_ Year Graduated/Last Attended: \_\_\_\_\_

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SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_ **Unofficial** (Student) Copy: Recommended for job application. (One copy is issued. Additional copies, if needed, may be reproduced by student.)

\_\_\_ **Official** Copy: (Not for reproduction). Official transcript is in sealed envelope, has Assistant Dean, Student Records' signature and school seal, and is issued directly to student or sent to third party.

Do you want your **class rank** indicated on your transcript? Yes \_\_\_ No \_\_\_

**COPY OF LSAT REPORT:**

\_\_\_ Photocopy of LSAT Report stamped "COPY" (Additional copies may be reproduced by student.)

**VERIFICATION LETTER:** \_\_\_ Enrollment \_\_\_ Status \_\_\_ Graduation

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**HANDLING INSTRUCTIONS**

(If not specified, requested material will be placed in your student mailbox.)

\_\_\_ I will pick up in person \_\_\_ Place in my student mailbox \_\_\_ Mail to following address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Processed: \_\_\_\_\_