

Records & Registration
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School of Law Printed Transcript Request Form

This form should be submitted prior to pick-up of a printed transcript; processing times can take 7-10 business days. We can only provide printed transcripts using this form. There is no charge for a printed transcript printed by the Records and Registration office. Immediate delivery can be provided by [Parchment](#) in the form of an electronic transcript, which you may order via your [HUB Student Center](#) or directly from [Parchment](#).

Name: _____ Date: _____

Former name (if applicable): _____

UB Person Number (or Birthdate if Person Number is unknown): _____

Dates of attendance: _____

Phone: _____ Email address: _____

Pick-up at 304 O'Brian Hall: Mail: (If mailing, fill in address below)

Mail to:

Name of Person (if applicable): _____

Organization or School : _____

Address: _____

Address: _____

City: _____ State: _____ Zip Code: _____

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Sign below:

I hereby authorize the release of my transcript to the parties indicated above: _____

For Law School Use Only

Processed by: _____

Date: _____