REQUEST FOR TRANSCRIPT

CURRENT STUDENTS: 1L ___ 2L ___ 3L ___ Mercer ID # __________________________

ALUMNI/GRADUATES: Date of Birth: ________ Class of ________
or Dates of Attendance __________________________

Full Name as listed on academic record:

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<th>First</th>
<th>Middle</th>
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Street: ____________________________________________________________

City: _______________ State: _____ Zip: ______ Phone: __________________

FULL SIGNATURE ___________________________ Date __________________

OFFICIAL  # of copies ______

Pick Up

Mailed

UNOFFICIAL  # of copies ______

Pick Up

I would like my transcript: ☐ Issued within 24 hours
☐ Held for current semester's grades
☐ After graduation
☐ Other ___________________

If a current student, do you want class rank included with transcript? ☐ No ☐ Yes

Final class rank appears on transcripts of all graduates.

Fee Structure:
There is no charge for regular twenty-four hour transcript service (limit 3 per day).
Special Services: $10.00 Immediate service fee per transcript
5.00 Fax fee per transcript
$25.00 Over night (call for availability)—BEFORE 3:00 P.M.
Payment by cash, check or credit card—no billing of fees.
FAX: (478) 301-5900 or
MAIL: Mercer Law School Registrar, 1021 Georgia Avenue, Macon, GA 31207