

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:

Street: First Middle Last

City: _____ State: _____ Zip: _____ Phone: _____

FULL SIGNATURE

Date

OFFICIAL # of copies _____

Pick Up

Mailed

UNOFFICIAL # of copies _____

Pick Up

I would like my transcript:

**(Note to current students: transcripts
will not be placed in student boxes.)**

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 check or credit card—no billing of fees.

FAX: (478) 301-5900 or

MAIL: Mercer Law School Registrar, 1021 Georgia Avenue, Macon, GA 31207