

**TRANSCRIPT RELEASE FORM
OFFICE OF CAREER DEVELOPMENT**

It is standard procedure for a number of law firms interviewing on campus to request unofficial Law School transcripts along with the resume. Students interested in applying for positions are requested to fill out the Transcript Release Form below. Upon completion of this form the Registrar's Office will provide the Office of Career Development with **five** unofficial copies of your transcript which will be placed on file **for your use**. YOU may then request the transcript from the Office of Career Development.

** Please note that copies of undergraduate transcripts are not available at the Law Registrar's Office. Since some employers request undergraduate transcripts, it is recommended that you request a copy of your undergraduate transcript directly from your undergraduate school.*

**SUFFOLK UNIVERSITY LAW SCHOOL OFFICE OF CAREER DEVELOPMENT
TRANSCRIPT RELEASE FORM (TRF)**

To the Law Registrar:

I request five (5) unofficial copies of my transcript be provided to the Office of Career Development.

(____) *With Class Rank*

(____) *With Section Rank*

OR

OR

(____) *Without Class Rank*

(____) *Without Section Rank*

A student may choose to include the class rank, and/or the section rank on the transcript; however, once a student designates either class or section rank to appear on the transcript, all subsequent transcripts will bear the same information. This applies to all transcripts official or unofficial.

PRINT NAME _____ ID# _____

SIGN NAME _____ DATE: _____

EMAIL ADDRESS _____

GRADUATION DATE: MONTH _____ YEAR _____

Any additional requests for unofficial transcripts for interviewing purposes must be made directly to the Registrar's Office. (Additional copies of the form are available in the Registrar's Office)

*******RETURN WITH REGISTRATION MATERIALS TO THE REGISTRAR*******

**Forms should be submitted by August 1, 2009 to insure receipt in the
Office of Career Development prior to August 12, 2009.**