Official Request Form

Please submit this form to registration@law.utexas.edu or to the Student Affairs Office (TNH 2.116)
727 E. Dean Keeton Street | Austin, TX 78705

Name: _______________________ UT EID: _______________________
Date of Birth: ___________________ Phone Number: ___________________
Email address: __________________________ Graduation Year: ___________

Official Transcripts are available only from the University Registrar. Please note that official transcripts will show all law school grades, but no law school GPA is calculated. Your Law School transcript will include your GPA but is considered unofficial. To download a pdf of your unofficial transcript, you may visit the Texas Law Website Academic Services page (https://law.utexas.edu/student-affairs/academic-services/) if you matriculated in 1985 or later. If you matriculated before 1985, you may complete this form to request an unofficial transcript to be emailed to you.

Request Type:

☐ Law School Application
☐ Law School Unofficial Transcript
☐ LSAT Score
☐ Proof of Enrollment/Good Standing
☐ Proof of Graduation
☐ Other Document: ________________________
(Please include details below)

For official letters fill in name, address and zip code of person or institute to address, if applicable:

Name/Title: ________________________________
Institution: __________________________________________
Address: __________________________________________
__________________________________________________
__________________________________________________

Optional - additional information needed, # of extra copies, include school seal, etc.:
__________________________________________________
__________________________________________________
__________________________________________________

☐ I will pick up
☐ Please send request to: ________________________________

Signature: ___________________________ Date: ___________________

Office Use Only
Date Received: ___________________________ Date Completed: ___________________________
Completed by: ___________________________ Scanned ☐