



# THE CATHOLIC UNIVERSITY OF AMERICA

## *Columbus School of Law*

### Guidelines to Obtain a Law School Transcript

An official Catholic University of America transcript is a complete record of a student's enrollment at the University, including all undergraduate, graduate, and professional courses. Partial transcripts are not available.

- There is no charge for transcripts.
- Transcripts will not be released if any fees are owed to the university.
- Transcript requests are processed within 5 to 7 business days.
- Transcripts are mailed via United States Postal Service First Class Mail. See [Express Mailing](#) for overnight delivery options.
- Transcripts cannot be faxed under any circumstances.

Transcripts must be ordered in [Cardinal Station](#). Click on Student Self-Service, Student Center, and select the link for *Transcript: Order Official* in the drop down menu under the Academics heading.

If you have forgotten your username or password, or need assistance navigating Cardinal Station, contact the Information Center at 202-319-4357 or [info-center@cua.edu](mailto:info-center@cua.edu).

***Cardinal Station is not available for students whose last attendance was prior to Spring 2000.*** If you last attended prior to Spring 2000, you may [mail](#) or fax us a signed letter (fax number: 202-319-5831). The letter should include the following information:

- Your name; if your name has changed, please include the name under which you attended
- Your date of birth
- The dates of your attendance at the University
- Whether you were a graduate or undergraduate student
- Your major
- The degree you received, if any
- The address(es) to which you want the transcript(s) to be sent
- **Your signature**
- A current phone number
- If you wish to pick up the transcript in person, please indicate this in your letter.

Your signature is **required**. Call us at 202-319-5300 to verify the fax was received and is not missing any information.

#### **Express Mailing**

To request overnight delivery service, you may place your request online through our secure vendor: The National Student Clearinghouse, [www.studentclearinghouse.org](http://www.studentclearinghouse.org). The Clearinghouse charges a \$2.25 convenience fee per recipient when this service is used. The FedEx option provides express mailing, but it does not provide express processing. The transcript will still take 5-7 business days to process.

The Clearinghouse's transcript ordering [website](#) will guide you through placing your request, including delivery options and fees. You may request as many transcripts as you like in a single session. If you have questions about the Clearinghouse's transcript ordering service, call 703-742-7791 or email [transcripts@studentclearinghouse.org](mailto:transcripts@studentclearinghouse.org).

***Transcripts held for pick-up that are not retrieved within 30 days will be destroyed.***