

# Requesting Transcripts



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**Pre-Law Advising**  
UNIVERSITY OF WISCONSIN-MADISON



## Which Transcripts Should I Request?

You must submit transcripts documenting all academic coursework completed at the following types of institutions:

- Undergraduate and graduate institutions
- Community colleges
- Law/medical/professional institutions
- Institutions attended for summer or evening courses
- Institutions attended even though a degree was never received
- Institutions from which you took college-level courses while in high school even though they were for high school credit (different than AP coursework)
- Institutions that clearly sponsored your overseas study, which means:
  - The courses received the sponsoring institution's academic credit (not transfer credit)
  - The course codes, titles, credits earned, and grades appear on the sponsoring institution's transcript. Typically, these grades and credits are included in the sponsoring institution's cumulative GPA
- International institutions, if applicable (see [www.lsac.org/jd/apply/international-transcripts.asp](http://www.lsac.org/jd/apply/international-transcripts.asp)).

Further, transcripts must be provided for an institution even if:

- Credit was transferred from an institution and it appears on another institution's transcript
- The institution is closed
- Withdraw, incomplete, etc., are the only grades listed, or
- You have just enrolled.

For additional information, visit:

[www.lsac.org/jd/apply/cas-requesting-transcripts.asp](http://www.lsac.org/jd/apply/cas-requesting-transcripts.asp)

## How Do I Request A Transcript?

Submit a completed Transcript Request Form to the Registrar's Office of each undergraduate and graduate institution of higher education that you have attended, and pay any transcript request fees that the institution requires.

The Transcript Request Form is available in your LSAC account only after you (1) sign up and pay for the Credential Assembly Service (see *Credential Assembly Service* handout) and (2) add the institutions that you have attended in your LSAC account by clicking Add Institutions on the Credentials page.

Your transcripts must be submitted to LSAC directly by your schools and should be accompanied by the Transcript Request Form. LSAC will not accept transcripts submitted directly by you, even if they are official copies.

It typically takes LSAC two weeks to process transcripts, so request transcripts from your schools at least four weeks before you plan to apply to law school.

## How Does LSAC Summarize Multiple Transcripts?

LSAC calculates its own GPA for your undergraduate work at UW-Madison and also calculates a separate cumulative GPA for your entire set of undergraduate work at all institutions of higher education (including credits taken at a higher education institution during high school). With respect to these separate GPAs, LSAC has stated:

*"There may be some variation between the GPAs calculated by LSAC and those calculated by colleges or students; however, the variation is rarely substantial. Because the law schools that use LSAC's Credential Assembly Service understand its procedures, a slight variation in GPA is not likely to affect a law school's admission decision."*