

# Stanford Law School

## Office of the Registrar

### Authorization for Stanford Law School to Release Records for State Bar Exam & How to Order Official Transcript for State Bar

Please fill in the following (please print):

JD  JSD  LLM  JSM  MLS  Non-matric

Name (Last, First) \_\_\_\_\_ Student ID# \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Email \_\_\_\_\_ & \_\_\_\_\_  
(current) (after June 7, 2011)

Phone \_\_\_\_\_ & \_\_\_\_\_  
(current) (after June 7, 2011)

**Authorization for Stanford Law School to Release Records for State Bar Exam:** The Office of the Law School Registrar will certify enrollment, degree verification, and moral character\* for State Bar certifications. Be sure to give us any State Bar forms that you may need completed by the Law School Registrar's Office for your State Bar application and complete 1, 2, and 3 below to authorize the release of your records.

\* All State Bar examiners require Stanford Law School to clear an applicant's 'moral character'. Stanford Law School does this by reviewing your application for admission and contacting the Stanford University Office of Judicial Affairs to determine whether you have a disciplinary record (i.e, a violation of the Honor Code or the Fundamental Standard).

Enrollment certifications and degree verifications for requests other than Law School State Bar certifications must be made through Axxess. Students without Axxess accounts can order proof of past enrollment or verification of a degree from the Student Services Center. See Certifications & Verification on SLS Registrar's website at <http://www.law.stanford.edu/school/offices/registrar/>.

1. I plan to sit for the following State Bar Exam:  July 2011  February 2012
2. I am applying to the following state:  California  New York  Texas  
 Other, please specify state(s) \_\_\_\_\_

I authorize Stanford Law School to release moral character, enrollment certification, and degree verification records to the examiners (s) for the State Bar(s) checked above.

3. Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Continue to page two for important transcript instructions.

**Official Transcript for State Bar:** Most State Bar Examiners require an official transcript noting the J.D. conferral date. Spring 2010-2011 degrees will be conferred on June 12, 2011 and the degree conferral date will be posted on to the student records (about one week after June 12) by the University Registrar. If your State Bar requires an official transcript noting your J.D. conferral date, you should order your transcript NOW through Axess and select the processing option Degree Conferral date – transcript sent once degrees are conferred.

**How do I request a transcript?**

Current students request a transcript via Axess, by mail, by fax (650-721-1585), or in person at the Office of the University Registrar Student Services Center located at Tresidder Memorial Union, 2nd floor. If you have been registered within the past five academic years, you should request transcripts through Axess. Please note that you will need the address of your State Bar.

- Logon to Axess (<http://axess.stanford.edu>). You will be required to enter your SUNet ID and password
- Go to the Student Center tab from the Axess home page
- Click on ‘My Academics’
- Click ‘Request Official Transcript’
- Select Transcript Type
- Select processing option: Degree Conferral date – transcript sent once degrees are conferred. If you do not choose this option, your transcript will be mailed within 48 hours of your request and may not have your degree posted.

Additional information regarding transcript requests is available from the Office of the University Registrar at <http://www.stanford.edu/dept/registrar/students/records/transcripts.htm>.

**Please complete the information listed below. This information will be helpful in case we receive any questions regarding your State Bar.**

- I have ordered my official transcript (held for degree conferral) through Axess to be mailed to the State Bar noted above.
- I do not need to send an official transcript to the State Bar.

If you have any questions regarding a transcript request, please contact the Student Services Center:

Call Mon - Fri 8am - 5pm  
Phone: 650-723-7772 or 866-993-7772 (toll-free)  
Fax: 650-721-1585  
Visit Mon - Fri 9am - 5pm,  
Tresidder Memorial Union, 2nd floor (above CoHo)  
Website: <http://www.stanford.edu/group/student-services-center/>

**Return this form to the Law School Registrar’s Office by Friday, May 13, 2011. Please be sure that you have completed 1, 2, and 3 on page one of this form.**

**You can submit this form and any State Bar forms to the Law School Registrar’s Office in the following ways:**

1. Fax your completed forms to 650.723.8234.
2. Drop off the completed forms in the Registrar's Office (room 100).
3. Mail your completed forms to the address listed below.

If you have any questions, please contact us at 650.723.0994 or stop by the Registrar’s Office (room 100).