



## REQUEST FOR OFFICIAL TRANSCRIPT

---

### INSTRUCTIONS

1. Student Name: Enter the name you used when you were a student at Concord. If you used more than one name, please include all names.
2. Student ID Number: If you had more than one ID number while at Concord, please use the ID number for the program transcript you are requesting. For example, Concord alumni who take courses post-graduation will have a different ID number for the post-graduation course.
3. Transcript Type: A separate transcript is created for each program, such as the JD program, the EJD program (EJD students who started in the JD program will have all courses appear on the EJD transcript), the LLM program, and the PDP program for Concord alumni who take courses post-graduation. Be sure to indicate which transcript(s) you desire. There is a separate charge for each transcript.
4. Please note if you are awaiting grades your transcript will show "I/P" indicating that your courses are In Progress. If you do not need an official copy you may print an unofficial copy from your Student Homepage under Transcript.

(1.) Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

(2) Transcript(s) Mailing Address(es):

---



---



---



---

(3) Transcript Type:  JD  EJD  LLM  PDP Note: EJD students who started in the JD program will have all courses reflected on an EJD transcript.

Your first copy of the transcript is free of charge. For any additional copies, please remit \$5 per transcript with this request.

Number of copies requested: \_\_\_\_\_

I am paying by:  Check  Money Order  Credit Card  Bank Card

If paying by check please make check payable to **Concord Law: Please see next page for payment instructions.**

Payment Center Receipt # \_\_\_\_\_

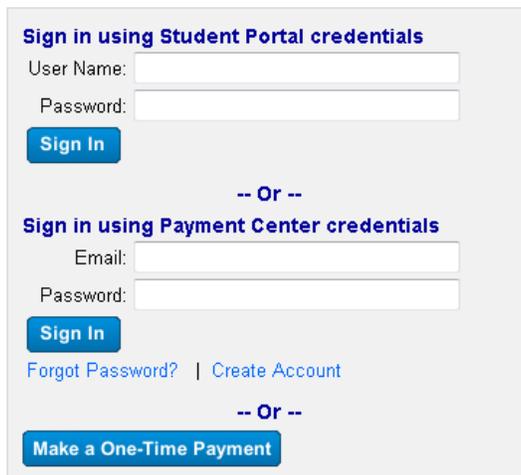
# Transcript Payment Instructions

## Active Students

If you are currently accessing the school site, please go to the Student Accounts link on your Student Homepage to make payment by credit card or bank card.

## Non-Active Students

If you presently do not have access to the school site and are paying with a credit card or bank card, please go to: <https://paymentcenter.khec.com/default.aspx> and click "Make a one-time payment."



**Sign in using Student Portal credentials**  
User Name:   
Password:   
**Sign In**

-- Or --

**Sign in using Payment Center credentials**  
Email:   
Password:   
**Sign In**  
[Forgot Password?](#) | [Create Account](#)

-- Or --

**Make a One-Time Payment**

On the next page, select School: Concord Law School 848

For your Student ID, please use the ID number on your billing statements. If you do not know the ID number used on billing statements please call 800-439-4794, select option 2 and then option 1 to reach Student Accounts for the ID number. Or you may enter your birth date as mmddyyyy. So if you were born July 5, 1982, enter 07051982.

You do not need a password

**If you are paying with checks or money orders, please mail them to:**

CLS Lockbox #202402  
Regulus Group  
2975 Regent Blvd.  
Irving, TX 75063.

Please be sure to indicate on the memo line your name and purpose of the payment.