

## Fictitious Exam Number Form

*There is a \$5.45 charge for using a fictitious exam number. Payment may be made in cash, by check, or by credit card.*

Name: \_\_\_\_\_ T-Number: \_\_\_\_\_

Course: \_\_\_\_\_ Professor: \_\_\_\_\_

Number Used: \_\_\_\_\_ Actual Number: \_\_\_\_\_

By signing this form, the undersigned certifies that:

- (i) the Registrar's Office was not open between the time the undersigned realized the number was lost and the start time for the examination; or
- (ii) the undersigned was actually in the room waiting to take or taking the examination when he or she realized the examination number was lost or left behind.

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/200\_\_

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*If paying by credit card, please complete the following information:*

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_



Visa



MasterCard



Discover

Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/200\_\_

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**(Please see the following page for instructions for completing this form)**

## Instructions for Completing this Form

**1.** Complete all information as requested above.

**2.** Submit the completed and signed form via:

**Hand Delivery** To the Registrar's Office, First Floor, Room 104

**Mail** Note: *Do Not Mail Cash!*

UALR Bowen School of Law  
Attention: Registrar  
1201 McMath Ave.  
Little Rock, AR 72202

**Fax** (501) 324-9909

**Email** Note: You must submit a scan *with your signature*. Email to law-records@ualr.edu.

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### PLEASE NOTE THE FOLLOWING

1. If you have forgotten your exam number, you must use a fictitious exam number in order to receive your grades as soon as they are available.
2. If you forget an exam number and must make one up, use a **five** digit number.
3. If you use a fictitious exam number and do not submit the form with payment to the Registrar's Office, your grades will not be posted at the same time as other grades.