



# NON-CREDIT TRANSCRIPT ORDER FORM

**Mail/deliver to:** Lewis-Clark State College Admissions/Registrar's Office, 500 8th Avenue, Lewiston, ID 83501  
**Fax:** (208) 792-2876 or (208) 792-2429 / **Phone:** (208) 792-2210 or (208) 792-2223

Current students have access to **unofficial** transcripts via WarriorWeb (<https://warriorweb.lcsc.edu/>).

Former students may obtain an unofficial transcript in person with a photo ID. **Lewis-Clark State College does not mail or fax unofficial transcripts.**

If your name has changed since you attended LCSC, it WILL NOT be changed on your transcript unless you submit documentation (ex. Marriage License. Social Security card, etc.).

<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Former Name(s)</b>
<b>LCSC Student ID number</b>	<b>Social Security number</b>		<b>Date of Birth</b>
<b>Street Address or PO Box</b>		<b>City</b>	<b>State</b> <b>Zip Code</b>
<b>Home Phone</b>	<b>Daytime Phone</b>	<b>Currently enrolled? Yes No</b> If NO when did you attend? _____	

I authorize LCSC to send my transcript to the person(s)/organization(s) listed below.

<b>Student Signature</b>	<b>Date</b>
--------------------------	-------------

**Transcript Fee Schedule**  
 (Must be paid in advance)

**Standard Processing: \$10**

Official transcript processed within 5 business days: standard U.S. Mail or held for student pickup.

**Fax Processing: \$10**

Transcript processed within 3 business days: Faxed copies will be stamped unofficial. Student is responsible to check with the college/organization to determine if they will accept faxed transcripts.

**Rush Processing: \$25**

Official transcript processed immediately for students waiting at counter: For U.S. Mail, Fax or Electronic PDF's process on demand **ONLY** if received prior to 11 a.m.

**Express Processing: \$35**

Official transcript processed on demand **ONLY** if received prior to 1 p.m.: Delivered overnight to U.S. address only—No P.O. Boxes, No weekend delivery or holiday delivery. Recipient phone number is required.

**International Express Processing: \$50**

Official transcript processed on demand **ONLY** if received prior to 1 p.m.: Delivered overnight to most international address — No weekend delivery or holiday delivery. Recipient phone number is required.

**Payment Method**

**Cash, Check or Money Order**

**Electronic Check**

**9 digit Bank Routing #** \_\_\_\_\_

**Checking Account #** \_\_\_\_\_

**Visa, Master Card, Discover, AmEx**

**Card #** \_\_\_\_\_

**Expiration Date** \_\_\_\_\_ **V-Code#** \_\_\_\_\_

**Total Amount:** \_\_\_\_\_

*PERC* \_\_\_\_\_ *Initials* \_\_\_\_\_

Delivery Method:  Standard Processing    Fax    Pickup    Rush Processing  
 Express Delivery    Int'l Express Delivery

Number of Transcripts: \_\_\_\_\_ Phone or Fax #: \_\_\_\_\_

Institution/Business: \_\_\_\_\_

Department/Person: \_\_\_\_\_

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

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

Process Now    Process After Degree is Posted    Process at the end of term  
 Other \_\_\_\_\_

Delivery Method:  Standard Processing    Fax    Pickup    Rush Processing  
 Express Delivery    Int'l Express Delivery

Number of Transcripts: \_\_\_\_\_ Phone or Fax #: \_\_\_\_\_

Institution/Business: \_\_\_\_\_

Department/Person: \_\_\_\_\_

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

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

Process Now    Process After Degree is Posted    Process at the end of term  
 Other \_\_\_\_\_

**\*\*\* Please print clearly and verify your payment information.\*\*\***

Transcripts will not be processed without payment. **For all credit card transaction there is a 2.5% fee.** Credit card account numbers are verified upon submission. Electronic Check bank account numbers are not. Entry of an incorrect checking account number will be rejected by the bank and subject to returned check fees.