

TRANSCRIPT ORDER FORM

FOR OFFICE USE ONLY

ID # _____

Total # of Transcripts _____

Total Charge _____

STUDENT INFORMATION

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).

Full Name _____ Date of birth _____

Former Name(s) _____ SS/ID# _____

Address _____ City _____ State _____ Zip: _____

Home Phone _____ Daytime Phone _____

Currently enrolled? Yes No If NO when did you attend? _____

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

Student Signature _____ Date _____

SEND TRANSCRIPT TO

Send _____ copies to: Fax _____ copies to (fax number) _____

Person/Institution _____

Address _____ City _____ State _____ Zip _____

Send _____ copies to: Fax _____ copies to (fax number) _____

Person/Institution _____

Address _____ City _____ State _____ Zip _____

CHECK APPROPRIATE BOX(ES)

____ Process Now

____ Process at the end of term

____ Process after Degree is posted

____ Process after Incomplete is posted

PAYMENT INFORMATION

- Standard Processing:** \$7.00 per transcript. Processed within 5 business days; standard U.S. Mail or held for student pickup. (\$7.00 + 2.5% = \$7.18 if using a credit card)
- Fax:** \$8.00 per transcript. Processed within 48 hours. **Faxed copies will be stamped unofficial.** Please check with the college/organization to determine if they will accept faxed transcripts. (\$8.00 + 2.5% = \$8.20 if using a credit card)
- Rush:** \$15.00 per transcript. **Only processed on demand prior to 11 a.m.;** standard U.S. Mail or held for student pickup. (\$15.00 + 2.5% = \$15.38 if using a credit card)
- Express Delivery:** \$25.00 per transcript. Delivered overnight (delivered only to U.S. addresses - not P.O. boxes). No Saturday Delivery. **Only processed on demand prior to 11a.m.;** Phone # (required) _____ (\$25.00 + 2.5% = \$25.63 if using a credit card)

You must include check, money order, cash, or credit card information with order form. Transcripts will not be processed without payment. For credit card transactions ONLY there will be a 2.5% fee.

Payment Method: ACH/E-Check or Credit Card: AE DISCOVER MASTERCARD

9 digit Bank Routing Number _____ | Credit card acct# _____ / _____ / _____ / _____

Checking Account # _____ | Expiration Date: ____ / ____ V-Code #: _____

V-code is a 3 digit number on the back of the card
AE V-code is a 4 digit number on the front of the card

******Please print clearly and verify your payment information.****** Credit card account numbers are verified upon submission. ACH/E-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.