

## OFFICIAL TRANSCRIPT ORDER FORM

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. Drivers 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>	Currently enrolled? <input type="checkbox"/> Yes <input type="checkbox"/> No 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.

#### **Rush Processing including Fax: \$25**

Official transcript processed immediately for students waiting at counter: For U.S. Mail, or Fax: processed within one business day. Student is responsible to check with the college/organization to determine if they will accept faxed transcripts. Faxed copies sent to the student will be stamped unofficial.

#### **Express Processing: \$35**

Official transcript processed on demand ONLY if received prior to 11 a.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**  
 **Visa, Master Card, Discover, AmEx**

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

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

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

OFFICE USE ONLY: PERC \_\_\_\_\_ Initials \_\_\_\_\_

Delivery Method:  Standard Paper  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 Paper  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.