LEWIS CLARK STATE COLLEGE

Registrar & Records

Warrior OneStop

OFFICIAL TRANSCRIPT ORDER FORM

If your name has changed since you attended LC State, it WILL NOT be changed on your transcript unless you submit a name change with documentation (ex. Driver's License, Social Security card, etc.).

First Name **Middle Name** **Last Name** **Former Name(s)**

LC State Student ID number **Social Security Number** **Date of Birth**

Street Address or PO Box **City** **State** **Zip Code**

Phone Number Required **Currently enrolled?** ☐ **Yes** ☐ **No** If NO, when did you attend? _____

If your order cannot be processed, due to any past fines, parking fines, or holds on your account, you will be notified by our office.

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

Student Signature **Date**

Transcript Fees

(Must be paid in advance)

Standard Processing each transcript: $10 Processed within 5 business days: standard U.S. Mail or held for student pickup.
Not considered official if sent to student.

Rush Processing: $25
You are charged the $10 transcript fee plus rush processing fee. Processed immediately for U.S. Mail: within one business day.
Not considered official if sent to student.

Express FedEx Shipping: $35
You are charged the $10 transcript fee plus shipping. Delivered to U.S. addresses only with tracking provided. **No P.O. Boxes**, no weekend or holiday delivery.

International FedEx Shipping: Current Rates Apply
You are charged the $10 transcript fee plus shipping. You will be notified of international shipping charges before your card is charged & transcript is processed. Tracking provided; Delivery can take 2-4 weeks depending on the location.

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 Processing ☐ Pickup ☐ Rush Processing ☐ Express FedEx Shipping ☐ International FedEx Shipping

Number of Transcripts:_____ Phone Number:_____

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 ☐ Pickup ☐ Rush Processing ☐ Express FedEx Shipping ☐ International FedEx Shipping

Number of Transcripts:_____ Phone Number:_____

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. **There is a 2.75% fee for credit card transactions.** 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.

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208.792.2223

www.lcsc.edu/registrar
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