

## 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.).

<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Former Name(s)</b>
<b>LC State 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>Currently enrolled?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If NO, when did you attend? _____			

**Phone Number Required**

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.

<b>Student Signature</b>	<b>Date</b>
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### 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.

May not be considered official if sent to student.

**Rush Processing or Fax: \$25**

Processed immediately for U.S. Mail: processed within one business day. Student is responsible to check with college/organization to determine if a faxed transcript will be accepted.

May not be 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 and 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 ☐ Fax ☐ Rush Processing

☐ Express FedEx Shipping ☐ International FedEx Shipping

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 ☐ Pickup ☐ Fax ☐ Rush Processing

☐ Express FedEx Shipping ☐ International FedEx Shipping

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. **There is a 2.5% 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.