

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
Currently enrolled? <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.

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 2.5% 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.