

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? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If NO, when did you attend? _____</small>			

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.

Copies sent to the student will be stamped unofficial.

Fax or Rush Processing: \$25

Processed immediately; 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 a faxed transcript.

Faxed copies sent to the student will be stamped unofficial.

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.