



STUDENT TRANSCRIPT REQUEST

Submit with payment to the Student Payment Office
Official transcripts are \$5.00 each and will be processed within **three** business days.
***Please use separate forms for multiple requests.**

STOP: If you need an official LSC transcript sent to a **Minnesota State College or University**, that institution may be able to obtain your LSC transcript **free of charge**. Please contact the receiving institution directly for further information.

Date _____ Student ID _____

Name on Transcript (print) _____

Current Address _____

City _____ State _____ Zip _____

Current E-Mail Address (Required) _____

Approximate Dates of Attendance _____ Date of Birth _____

Would you like us to update your address and phone number? Yes _____ No _____

Sending Options:

_____ Send Now _____ After Grades are Posted _____ After Degree is Posted

Where to Send:

Check one: _____ UMD _____ CSS _____ UWS _____ Other

_____ Pick up in Student Services (Available 4:00 pm on third business day)

_____ Fax # _____ (Faxing transcript may not be considered "official", please check with receiving party)

College or Organization _____

Department/Person _____

Address _____

City _____ State _____ Zip _____

Payment Options:

_____ Cash _____ Check _____ Money Order # _____

_____ Credit Card # _____ Expiration Date _____

Student Signature (required) _____

For Office Use Only		
AMOUNT PAID _____	DATE PAID _____	INITIALS _____
COMPLETED ON _____	PROCESSED BY _____	