



Duluth Business University

Transcript Request

Submit with payment to:

Lake Superior College
Student Payment Office
2101 Trinity Rd.
Duluth, MN 55811
Phone: 218-733-7610
email: transcript@lsc.edu

Official and unofficial transcripts are \$5.00 each.

Transcripts will be processed within **five** business days.

Date: _____ DBU Student ID or SSN: _____

Current First & Last Name: _____

Name While Attending School: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone () _____ E-Mail: _____

Approximate dates of attendance: _____ Date of Birth: _____

Where to Send Transcript *Note: DBU Transcripts cannot be emailed or sent electronically.*

Check one: UMD CSS UWS Other (fill out address below)

Pick up at LSC Student Services, Building S, Door S1 (will need to show ID)

Fax #: () _____ *Note: Faxing is not official*

Other College or Organization: _____

Department/Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Payment Options

Cash Check Money Order # _____

Credit Card # _____ Exp. Date _____ Security Code _____

Student Signature (required) _____

Office Use Only

Amount Paid _____ Date Paid _____ Initials _____