



STUDENT TRANSCRIPT REQUEST

Submit with payment to the Student Payment Office
Official transcripts are \$5.00 each, unofficial copies are \$3.00
Transcripts will be processed within **three** business days.

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 _____ LSC Student ID/SSN _____
Full Name Including Maiden Name (please print) _____
Current Address _____
City _____ State _____ Zip _____
Current Phone Number _____
Current E-Mail Address _____
Approximate Dates of Attendance _____ Date of Birth _____
Would you like us to update your address and phone number? Yes _____ No _____

Sending Options: Please use separate forms for multiple requests

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

Where to Send:

Check one: _____ UMD _____ CSS _____ UWS _____ U of M Twin Cities _____ Other
_____ Pick up at Main Entrance Welcome Desk
_____ Fax # _____ **Option only for Unofficial Transcripts** (faxing is not official)

College or Organization _____
Department/Person _____
Address _____

City _____ State _____ Zip _____

Payment Options:

_____ Cash _____ Check _____ Money Order # _____
_____ Credit Card # _____ Exp. Date _____ Security Code _____

Student Signature (required) _____

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